

Occupational Outlook 1996



Northern California Counties

• Del Norte • Lassen • Modoc • Plumas • Siskiyou • Tehama • Trinity

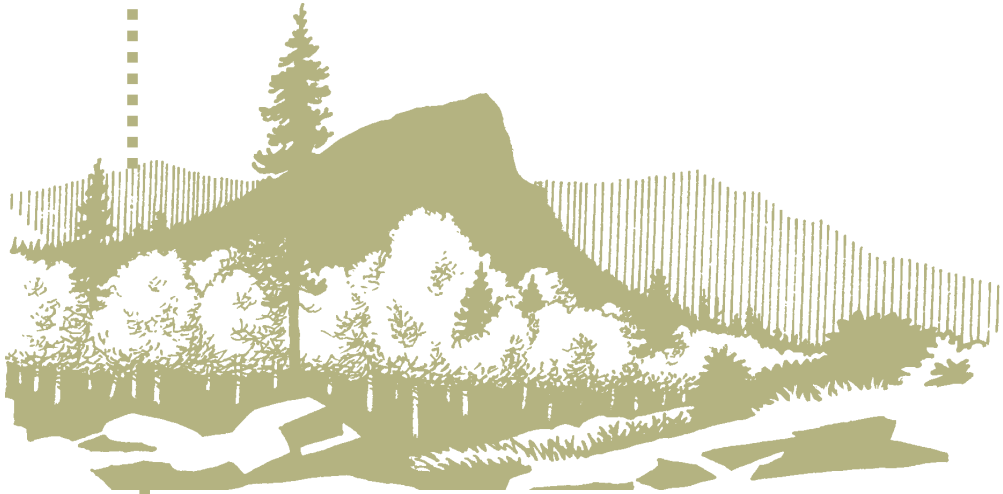


Serving the People of California

State of California / Employment Development Department

Occupational Outlook

Northern California Counties 1996



- MODOC
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- SISKIYOU
- DEL NORTE

A Product of and Sponsored by:

State of California
Employment Development Department, Sacramento
Labor Market Information Division
The California Cooperative Occupational Information System



In Cooperation with:

California Community Colleges
Department of Commerce
Department of Rehabilitation
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State Department of Education
State Employment Training Panel
State Job Training Coordinating Council
Council for Private Postsecondary & Vocational Education

ACKNOWLEDGEMENTS

The California Cooperative Occupational Information Systems Group expresses its gratitude to all the people who gave their time and expertise to the first publication of the Northern California Counties Occupational Outlook report.

Our thanks to over 350 northern California employers for their contributions of time and information. By answering questions on 20 different occupations, these employers made this report possible.

We also, want to give special thanks to the EDD Northern California Area Analysts and the LMID Northern Area Services Manager for their excellent work and ongoing support towards the content and publication of this report.

Brenda Veronie
Project Coordinator, CCOIS

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The *1996 Northern California Counties Occupational Outlook* is a product of the California Cooperative Occupational Information System (CCOIS) which has been producing reports for other counties of California since 1986. Thirty-eight local agencies produce Occupational Outlook reports. Together, the reports represent 58 counties and all of California's labor force. No other source of occupational information offers the current local labor market focus that is found in this, and other, Occupational Outlook reports.

Mission of the CCOIS. . .

"To improve the match between employers' needs for skilled labor and the skills of the California workforce. This is accomplished by providing current localized occupational information which results in better labor market decisions. These decisions are made by job seekers, employers, policy makers, legislators, training staff, students, educators, counselors, administrators and others who prepare people for, and help them to obtain, work."

Project Coordination Staff. . .

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Your Opinion Counts...

As a reader of the information contained in this report, your participation in completing the survey located on the last page of this publication, is appreciated. Your response will help us to ensure this publication continues to meet the needs of our customers. Thank you.

This is the first year that an Occupational Outlook Report has been produced for the counties of Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama, and Trinity in Northern California. The information presented in this report was collected and analyzed by the staff of the California State Employment Development Department (EDD), Labor Market Information Division (LMID), who are responsible for the preparation of this material. Questions regarding the information in this report should be directed to the LMID. The research methods and terminology are explained on the following pages to assist the reader in better understanding and maximizing its use.

Possible Uses For This Report . . .

Career Decisions:

Career counselors and job seekers can make informed occupational choices based on skills, abilities, interests, education and personal needs. The localized information is easy to understand and includes employer requirements and preferences, wages and benefits, supply and demand assessments and more.

Curriculum Design:

Training providers can assess and update their curriculum based on current employer needs and projected trends, as indicated in this report.

Economic Development:

Local government agencies and economic development organizations will find information on the labor pool, such as occupational size, expected growth rates, and wages, useful in determining the potential for business growth and development within the seven county area.

Human Resource Management:

Small business owners and corporate human resource directors alike can use this report to help determine competitive wages and benefits, improve their recruitment methods, and assess the availability of qualified workers for business relocation or expansion purposes.

Program Planning:

This report provides planners and administrators with local employment and training information, occupational size and expected growth rates. Program planners can use this data to evaluate, eliminate, improve, and plan new programs.

Program Marketing:

By using locally developed and reliable occupational data, training providers can better market their programs to students, employers, and others.

OCCUPATION SELECTION

The first step in the 1996 project was to identify the occupations that would be researched. A preliminary list of occupations was developed by potential users of the labor market information while attending community meetings designed for this purpose. These users included program administrators, vocational planners and counselors, employers, and others. These meetings generated valuable input for the final selection of occupations. Criteria used for selecting occupations were:

- The occupation had to have a substantial employment base in the counties;
- There was a substantial number of projected job openings in the counties;
- The potential salary level was \$7.00/hr. or more. (Some exceptions are included in this report.)

TITLES AND DEFINITIONS OF OCCUPATIONS

The occupation has a job title and a definition which identifies the various activities and functions of the worker. The titles and definitions used in this report are based on the Occupational Employment Statistics (OES) dictionary published by the U. S. Department of Labor's Bureau of Labor Statistics (BLS), May 1992. BLS uses the OES classification system nationwide to study staffing patterns within industries. Each occupational title is followed by an OES definition which describes the tasks involved within the occupation. Examples of OES occupational titles include: automotive mechanics, forest and conservation workers, and dental assistants.

SURVEY SAMPLE SELECTION

After the occupations are selected and defined, an employer sample was developed for each occupation. One consideration in drawing the employer sample was to identify the industry classifications that use each occupation.

An industry is a title for a group of firms that produce similar goods and services. An industry title represents the economic activity in which a firm is engaged. Industries are classified by the Standard Industrial Classification manual. There are nine major industry groups; some examples are agriculture, construction, manufacturing, and retail trade, which contain almost nine hundred detailed industry categories. Every firm in the state is classified in one or more of these detailed industry categories, according to the products or services they render.

LMID staff, using detailed data bases on employers and occupational staffing within industries, chose a representative sample of employers for each of the occupations. A nurse aid would generally work for a firm classified in the health services category, whereas a word processor may be scattered across several industries—health services, retail trade, manufacturing, etc. This was considered for each occupation when establishing the sample of employers that would receive questionnaires. This sample was carefully reviewed by LMID staff and employers were added and deleted, as appropriate, to obtain a sample of 40 potential employers.

QUESTIONNAIRE DEVELOPMENT

The CCOIS uses a standardized questionnaire of 20 questions on the two-page survey form. The questionnaire was mailed to all of the active employers in the refined sample.

SURVEY PROCEDURES

The CCOIS used the following survey procedures:

- A letter introducing the survey and clips of local newspaper articles which initially advertised the CCOIS project were sent to all of the active firms.
- Employers who did not respond to the mailing were then contacted by telephone for their responses. Some employers received a second mailing of the questionnaire.
- When a representative sample of at least 15 employer responses was not achieved, firms were then added to the active list from additional LMID employer listings, the yellow pages, or local employer listings provided by the Chambers of Commerce.
- All surveys were carefully reviewed by LMID staff for accuracy and completeness. When clarification was necessary, employers were contacted by telephone.
- Supplementary information about the occupations was received by contacting labor unions, schools and training providers.

TABULATING THE RESULTS

The employer responses were entered into the CCOIS data base and tabulations were printed, reviewed, and analyzed by a CCOIS analyst. Once the analysis was complete, occupational summaries were written for inclusion into the Occupational Outlook Report. Each summary provides information on the size of the occupation, employment trends, supply/demand assessment, wages and fringe benefits, training and hiring requirements, and other information. Specific employer information is and will remain confidential.

ABOUT THE TERMINOLOGY AND DEFINITIONS

The following definitions explain the terminology used throughout the occupational summaries.

OCCUPATION

Occupations are listed alphabetically by their Occupational Employment Statistics (OES) titles. The titles and definitions are based on the OES dictionary published by the Bureau of Labor Statistics, May 1992, and published by the U.S. Department of Labor, Employment and Training Administration, Fourth Edition. The occupations were selected for survey based on the needs of local users of occupational information.

WAGES

The standard definition of wage data categories enables comparison of salary ranges across occupations. The ranges are based primarily on employer surveys and contracts with unions. Extreme answers are excluded. All wages reported are based on data collected from July, 1996 through October, 1996 and represent wages paid prior to the federal minimum wage increase of October 1, 1996. Union wages will be listed when at least 5% of the responding firms are union. Wages are absolute. However, nonunion wages are rounded to the nearest quarter.

Wage data reflects the following categories:

- | | |
|------------------------------------|--|
| New to firm, no experience | - The wages of persons trained or untrained but with no paid experience in the occupation. |
| New to firm, experienced | - The starting wage paid to journey-level or experienced workers newly hired at the firm. |
| Three years with firm, experienced | - The wages generally paid to workers with three years journey-level experience at the firm. |

FRINGE BENEFITS

Employee benefits traditionally offered by employers are identified by percentages in full time and part time categories. Additional benefits offered by a few employers are listed separately.

EMPLOYER REQUIREMENTS

This category presents the amount and kinds of work experience, education, and training required by surveyed employers. Also included are typical employer preferences and key personal traits usually present in those working in the occupation. When reference is made to almost all, most, many, some, or few, the following definitions apply:

- Almost all employers - More than 75% of the survey respondents;
- Most employers - 51% up to and including 75% of the survey respondents;
- Many employers - 35% up to and including 50% of the survey respondents;
- Some employers - 10% up to but not including 35% of the survey respondents;
- Few employers - Less than 10% of the survey respondents.

LABOR SUPPLY AND DEMAND ASSESSMENT

The terms presented in this section of the summary refer to the relative difficulty employers experience in locating qualified applicants for entry level and experienced positions in each occupation. The terms used in describing the local labor supply and demand situation found in the area at the time of the study are defined as follows:

- Very Difficult - Demand is considerably greater than the supply of qualified applicants. Employers often cannot find qualified applicants when an opening exists.
- Somewhat Difficult - Demand is somewhat greater than the supply of qualified applicants. Employers may have some difficulty finding qualified applicants when an opening exists.
- A Little Difficult - Supply is somewhat greater than demand for qualified applicants, and applicants may experience competition when seeking jobs.
- Not Difficult - Supply of qualified applicants is considerably greater than demand, creating a very competitive job market for applicants.

OCCUPATIONAL SIZE

The term used to describe the employee size of a particular occupation refers to its estimated number of workers in the occupation. Occupational size in the seven county area is measured using the following scale:

Small	1 - 77
Medium	78 - 154
Large	155 - 334
Very Large	More than 334

JOB SPECIFICATIONS

The skills, knowledge, abilities, licenses and certificates listed in this category are from LMID library resource materials and surveyed employer responses. Only the most important specifications are listed.

EMPLOYMENT TRENDS

One of several standard terms will describe the expected growth rate for the outlook period. These terms are:

Much faster than average	= 1.50 times average or more
Faster than average	= 1.10 to but not including 1.50 times average
Average	= .90 to but not including 1.10 times average
Slower than average	= less than .90 times average
No significant change, or remain stable	
Slow decline	

Employment trends are projected to seven years, 1993-2000.

For most occupations, more openings are the result of workers leaving the labor force (attrition) or changing occupations than of industry growth. Replacement openings are most numerous in occupations with relatively low training.

OTHER RELEVANT INFORMATION

This category may list such information as: typical industry concentrations, promotional patterns, concentration of on-call workers, recruitment methods, and sources of filled vacancies.

ABOUT THE ABBREVIATIONS AND ACRONYMS

The following abbreviations and acronyms are used frequently throughout this report:

Abbreviations:

Exp.	Experience
Hr.	Hour
Lbs.	Pounds
Mo.	Month
Req.	Require
Yr.	Year

Acronyms:

BLS	Bureau of Labor Statistics
Cal OSHA	California Occupational Safety and Health Administration
CCOIS	California Cooperative Occupational Information System
DMV	Department of Motor Vehicles
EDD	Employment Development Department
LMID	Labor Market Information Division
NEC	Not Elsewhere Classified
OES	Occupational Employment Statistics
SIC	Standard Industrial Classification
WPM	Words Per Minute

OCCUPATIONAL SUMMARIES

AUTOMOTIVE MECHANICS

OES Code: 853020

Alternate Title: Automotive Technician

JOB DESCRIPTION

AUTOMOTIVE MECHANICS adjust, repair, and overhaul automotive vehicles. They may be designated according to specialties, such as Brake Repairers, Transmission Mechanics, or Front-end Mechanics. Does not include Auto Body Repairers, Bus and Truck Mechanics, Diesel Engine Specialists and Electrical Systems Specialists.

EMPLOYMENT TRENDS

Occupational Forecast: 1993 - 2000

Occupation Size: Very Large
Projected Job Growth Rate: 34.7%
Growth: Much Faster Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	16%	16%	26%	42%
Inexperienced	29%	7%	50%	14%

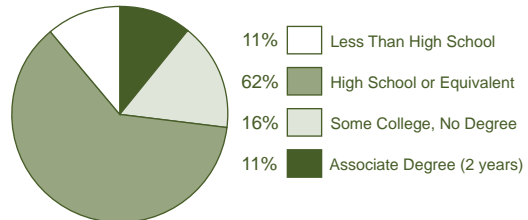
Where the Jobs Are:

	<u>Percent</u>	<u>SIC*</u>
New & Used Car Dealers	25.9	5511
Gasoline Service Stations	21.6	5541
General Automotive Repair	19.7	7538
Auto & Home Supply Stores	10.3	5531
Others	22.5	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience and Training:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience	0%	16%	11%	73%
Training as a substitute for exp.	16%	68%	11%	5%

Almost all employers required experience in the occupation. The average length was 24 months. Almost all employers are willing to substitute training in lieu of experience.

JOB SPECIFICATIONS

The following job specifications were rated by employers as being very important:

Skills: Operate electronic automotive diagnostic equipment, repair brakes, repair vehicle heaters, perform smog checks, repair vehicle air conditioners, carburetors and transmissions, and operate a computer.

Knowledge of: Basic math and basic computers, e.g., spreadsheets, database.

Ability to: Read and follow instructions, write legibly, communicate orally, and provide own hand tools.

WAGES

Non Union Wages:

	Range	Median
New hires, no experience:	\$5.00-\$10.50	\$ 7.25
New hires, experienced:	\$6.00-\$17.50	\$ 9.64
3+yrs experience w/firm:	\$8.00-\$17.50	\$15.00

Seventy-nine percent of all responding firms are non-union and employ 93% of the occupational employment.

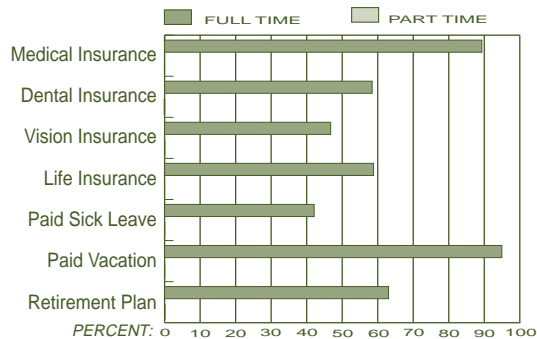
Union Wages:

	Range	Median
New hires, no experience:	\$ 9.23-\$16.46	\$12.84
New hires, experienced:	\$ 9.51-\$16.46	\$14.54
3+yrs experience w/firm:	\$10.08-\$18.04	\$16.69

Twenty-one percent of all responding firms are union and employ 7% of the occupational employment.

FRINGE BENEFITS

The following benefits were offered by percent of responding firms:



Additional Benefits reported for full-time workers were: uniforms, 401K plan, cash bonus, and discounts on auto parts.

HOURS

Almost all responding firms offered full-time employment of 40 hours per week. A few firms employed part-time workers averaging 20 hours per week and a few firms offered overtime working hours.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in most of the responding firms. The opportunities consisted of foreman, service writer, and journey level mechanic.

Recruitment methods included the following:

Newspaper Ads	79%
Employee Referrals	47%
Public School Programs	32%
Employment Development Department	16%
Private School Programs	16%
Private Employment Agencies	5%
Other	5%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	64%
New Positions Created	20%
Promotions	16%

BOOKKEEPING, ACCOUNTING & AUDITING CLERKS

OES CODE: 553380

Alternate Titles: Bookkeepers; Account Clerks

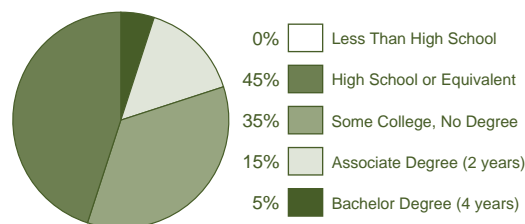
20 Firms Responding, 99 Jobs Represented

JOB DESCRIPTION

BOOKKEEPING, ACCOUNTING, AND AUDITING CLERKS, including Bookkeepers, compute, classify, and record numerical data to keep sets of financial records complete. They perform any combination of routine calculating, posting, and verifying duties to obtain primary financial data for use in maintaining accounting records. They may also check the accuracy of figures, calculations, and postings pertaining to business transactions recorded by other workers. Does not include individuals whose primary duty is operating special office machines.

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience and Training:

	Never	Sometimes	Usually	Always
Work experience	0%	25%	35%	40%
Training as a substitute for exp.	30%	45%	25%	0%

Almost all employers required previous work experience in the occupation. The average length of experience was 16 months. Most employers are willing to substitute training in lieu of experience.

EMPLOYMENT TRENDS

Occupational Forecast: 1993 - 2000

Occupation Size: Very Large
 Projected Job Growth Rate: 5.9%
 Growth: Slower Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	Not	A Little	Somewhat	Very
Experienced	15%	15%	50%	20%
Inexperienced	6%	47%	47%	0%

Where the Jobs Are:

	Percent	SIC*
Local Government	7.9	9030
Elementary/Secondary Schools	6.7	8211
Grocery Stores	5.6	5411
Eating & Drinking Places	4.8	5812
Accounting, Auditing & Bookkeeping	4.6	8721

*Standard Industrial Classification

JOB SPECIFICATIONS

The following job specifications were rated by employers as being very important:

Skills: Basic accounting, bookkeeping, and payroll. Conducts audits, and operates a computer and 10 key-adding machine.

Knowledge of: Basic math, tax procedures, word processing, spreadsheets, database and desktop publishing.

Ability to: Perform routine, repetitive work, pay attention to details, and work with close supervision.

BOOKKEEPING, ACCOUNTING & AUDITING CLERKS

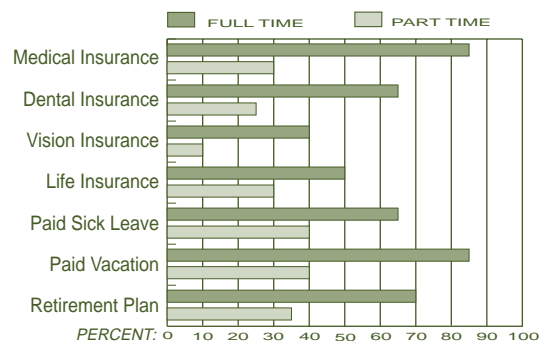
WAGES

Non Union Wages:

	Range	Median
New hires, no experience:	\$4.25-\$10.50	\$ 7.00
New hires, experienced:	\$4.50-\$14.00	\$ 8.00
3+yrs experience w/firm:	\$6.00-\$15.00	\$10.08

Ninety-five percent of all responding firms are non union and employ 99% of the occupational employment.

FRINGE BENEFITS



Additional benefits reported by a few responding firms for full-time employees were: cash payment in lieu of medical benefits and the Cafeteria Plan.

HOURS

Almost all firms offered full-time employment averaging 40 hours per week. Most employers offered part-time employment averaging 22 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities were offered by most firms and included office manager, supervisor, and intermediate or senior account clerk.

Recruitment methods included the following:

Newspaper Ads	70%
Employment Development Department	35%
Unsolicited Applicants	35%
Employee Referrals	30%
In-house Promotion or Transfer	30%
Public School or Program Referrals	10%
Union Hall Referrals	5%
Private Employment Agencies	5%
Other	10%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	70%
Promotions	15%
New Positions Created	15%

BUS & TRUCK MECHANICS & DIESEL ENGINE SPECIALISTS

OES CODE: 853110

Alternate Titles: Diesel Mechanics, Truck Mechanics

19 Firms Responding, 67 Jobs Represented

JOB DESCRIPTION

BUS AND TRUCK MECHANICS AND DIESEL ENGINE SPECIALISTS repair and maintain the operating condition of trucks, buses, and all types of diesel engines. Does not include mechanics working primarily with automobile diesel engines.

EMPLOYMENT TRENDS

Occupational Forecast: 1993 - 2000

Occupation Size: Medium
Projected Job Growth Rate: 10.3%
Growth: Slower Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	5%	16%	53%	26%
Inexperienced	0%	7%	33%	50%

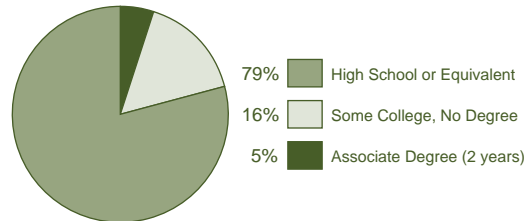
Where the Jobs Are:

	<u>Percent</u>	<u>SIC*</u>
Elementary & Secondary Schools	20.9	8211
Sawmills & Planing Mills	11.6	2421
Local Trucking, Without Storage	9.3	4212
Local Government	9.3	9030
New & Used Car Dealers	8.5	5511

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience and Training:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience	0%	0%	26%	74%
Training as a substitute for exp	32%	63%	5%	0%

All responding firms required experience in diesel engine repair with an average of 18 months experience. Most employers were willing to accept training in lieu of work experience.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Repair diesel engines, operate diagnostic equipment, repair body and fenders, and operate a computer.

Knowledge of: Hydraulics.

Ability to: Provide own hand tools, obtain a good driving report from the DMV and lift 75 pounds repeatedly.

Licenses and Certification: Valid California Class A driver's license.

BUS & TRUCK MECHANICS & DIESEL ENGINE SPECIALISTS

WAGES

Non Union Wages:

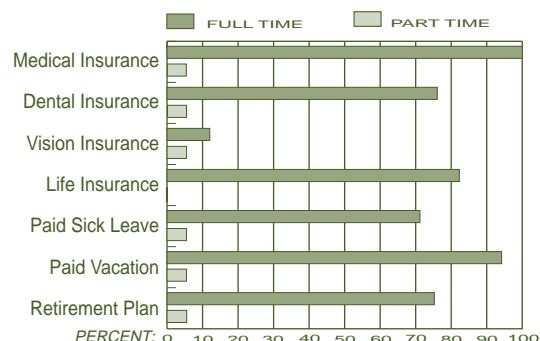
	Range	Median
New hires, no experience	\$ 6.00-\$13.25	\$ 9.97
New hires, experienced	\$10.00-\$14.25	\$12.00
3+yrs experience w/firm	\$11.00-\$16.50	\$14.38

Union Wages:

	Range	Median
New hires, no experience	\$ 9.25-\$10.62	\$ 9.93
New hires, experienced	\$ 9.70-\$15.85	\$11.35
3+yrs experience w/firm	\$10.66-\$15.85	\$11.65

Thirty-two percent of the responding firms are union and represent 39% of the occupational employment.

FRINGE BENEFITS



Additional benefits reported by a few firms for full-time employees were: profit sharing and coveralls with laundry provided.

HOURS

All responding firms offered full-time employment averaging 40 hours per week. Minimal part-time employment was reported. Some firms offered overtime work averaging 19 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities were provided by most firms. These included: Lead Mechanic and Shop Supervisor.

Recruitment methods included the following:

Newspaper Ads	63%
Employee Referrals	63%
Employment Development Department	42%
In-house Promotion or Transfer	42%
Unsolicited Applicants	21%
Private Employment Agencies	11%
Public School or Program Referrals	11%
Private School Referrals	11%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	67%
Promotions	20%
New Positions Created	13%

CHILD CARE WORKERS

OES Code: 680380

Alternate Title: Child Care Aides

16 Firms Responding, 84 Jobs Represented

JOB DESCRIPTION

CHILD CARE WORKERS attend children at schools, businesses, and institutions performing a variety of tasks, such as dressing, feeding, bathing, and overseeing play. Does not include workers whose primary function is to teach in a structured setting.

EMPLOYMENT TRENDS

Occupational Forecast: 1993 - 2000

Occupation Size: Small
Projected Job Growth Rate: 18.6%
Growth: Faster Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	19%	49%	13%	19%
Inexperienced	50%	25%	25%	0%

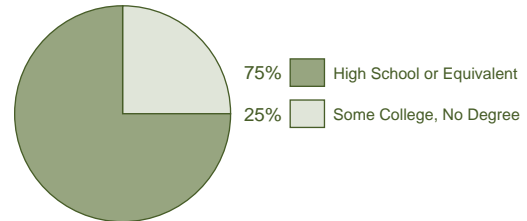
Where the Jobs Are:

	<u>Percent</u>	<u>SIC*</u>
Child Day Care Services	42.9	8351
Residential Care	24.3	8361
Local Government	18.6	9030
Individual & Family Services	7.1	8322
Others	7.1	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience and Training:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience	37%	37%	13%	13%
Training as a substitute for exp.	31%	37%	19%	13%

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Child supervision, oral reading and musical skills.

Knowledge of: Early childhood development and first aid procedures.

Ability to: Perform basic math, read and follow instructions, write legibly, work under pressure, handle crisis situations, and understand a variety of cultures.

Licenses or Certification: Early Childhood Development Certification. Clean police report.

CHILD CARE WORKERS

WAGES

Non Union Wages:

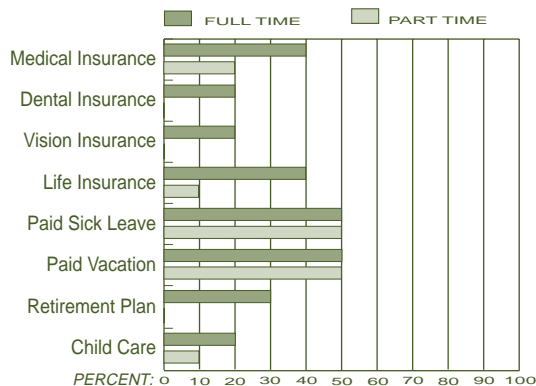
	<u>Range</u>	<u>Median</u>
New hires, no experience	\$4.25-\$6.50	\$5.00
New to firm, experienced	\$4.50-\$7.00	\$5.08
3+yrs experience w/firm	\$4.75-\$8.00	\$6.00

Union Wages:

	<u>Range</u>	<u>Median</u>
New hires, no experience	\$6.68-\$7.72	\$7.20
New to firm, experienced	\$7.37-\$7.72	\$7.55
3+yrs experience w/firm	\$7.74-\$8.53	\$8.14

Thirteen percent of all responding firms are union and represent 15% of the occupational employment.

FRINGE BENEFITS



Additional benefits reported by a few firms for full-time workers were: paid holidays and a discount on child care.

HOURS

Most responding firms employed this occupation on a part-time basis averaging 21 hours per week. Full-time employment of 40 hours per week was offered by many firms and a few firms offered overtime hours.

OTHER RELEVANT INFORMATION

Promotional opportunities reported by employers included: pre-school teacher (once education was completed), supervisor and specialized clerical positions.

Recruitment methods included the following:

Newspaper Ads	63%
Employee Referrals	44%
Unsolicited Applicants	31%
Employment Development Department	25%
Public School Programs	19%
Other*	38%

*Other sources included referrals from community based organizations and churches who advertised openings in their church bulletins.

Vacancies filled within the last 12 months were a result of:

Employees Leaving	51%
New Positions Created	18%
Temporary Positions	21%
Promotions	10%

COOKS, RESTAURANT

OES Code: 650260

Alternate Titles: All Around Cook, Backup Cook

18 Firms Responding, 115 Jobs Represented

JOB DESCRIPTION

RESTAURANT COOKS prepare, season, and cook soups, meats, vegetables, desserts, and other foodstuffs in restaurants. They may order supplies, keep records and accounts, price items on a menu, or plan the menu.

EMPLOYMENT TRENDS

Occupational Forecast: 1993 - 2000

Occupation Size: Very Large
Projected Job Growth Rate: 25%
Growth: Much Faster Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	17%	38%	17%	28%
Inexperienced	22%	28%	44%	6%

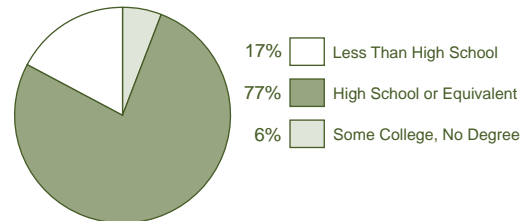
Where the Jobs Are:

	<u>Percent</u>	<u>SIC*</u>
Eating Places	81	5812
Hotels and Motels	7	7011
Others	12	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience and Training:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience	22%	33%	17%	28%
Training as a substitute for exp.	22%	22%	17%	39%

Almost all employers required 12 months or more experience in restaurant cooking and almost all employers were willing to substitute training in lieu of work experience.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Plan and organize the work of others, cook ethnic foods, prepare and bake pastries, carve meats, buy food, and plan menus.

Knowledge of: Meal preparation, meal presentations, and basic computers.

Ability to: Read and follow instructions, write legibly, communicate orally, and work under pressure.

COOKS, RESTAURANT

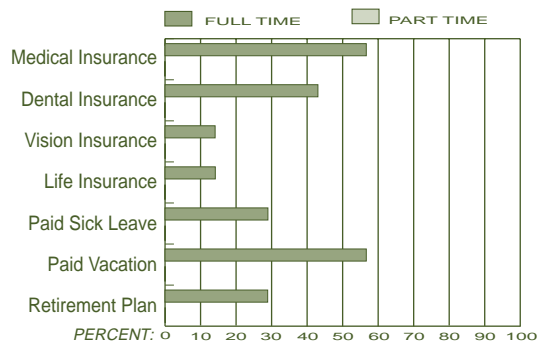
WAGES

Non Union Wages:

	Range	Median
New hires, no experience	\$4.25-\$ 6.50	\$5.08
New to firm, experienced	\$4.25-\$ 8.50	\$6.25
3+yrs experience w/firm	\$5.00-\$11.00	\$7.75

All responding firms are non union and employ 100% of the occupational employment.

FRINGE BENEFITS



HOURS

Almost all responding employers offered full-time employment in the occupation averaging 40 hours per week. Many firms offered part-time employment averaging 23 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities were offered by most responding employers. Those reported were: Head Cook and Manager Trainee.

Recruitment methods included the following:

Unsolicited Applicants	67%
Newspaper Ads	50%
In-house Promotion or Transfer	44%
Employment Development Department	39%
Employee Referrals	39%
Public School Referrals	6%
Private School Referrals	6%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	82%
Promotions	14%
New Positions Created	4%

CORRECTIONAL OFFICERS

OES Code: 630170
Special Survey

3 Institutions Responding, 1,970 Jobs Represented

JOB DESCRIPTION

CORRECTIONAL OFFICERS guard inmates in penal or rehabilitative institutions in accordance with established regulations and procedures. They may guard prisoners in transit between jail, courtroom, prison, or other points, traveling by automobile or public transportation, and may be designated deputy guard.

EMPLOYMENT TRENDS

Occupational Forecast: 1993 - 2000

Occupation Size:	Very Large
Projected Job Growth Rate:	56.6%
Growth:	Much Faster Than Average

Labor Supply and Demand Assessment:

Finding qualified entry level workers is not considered to be difficult but recruiting experienced workers is a little difficult.

Where the Jobs Are:

	<u>Percent</u>	<u>SIC*</u>
State Government	96.1	9020
Local Government	3.9	9030

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires were high school equivalent or above.

Experience and Training:

Work experience or prior training are not required for entry into the Correctional Officers classification. Once hired, a two year apprenticeship program must be successfully completed.

JOB SPECIFICATIONS

These job specifications were rated by the institutions as being very important:

Skills: Time management, organization, emergency first aid applications, report writing, and supervision of others.

Knowledge of: Supervising techniques and basic math.

Ability to: Read and follow instructions, write legibly, communicate orally, work with a variety of cultures, and handle crisis situations. Ability to pass a pre-employment medical examination and physical performance test.

Licenses and Certifications: Firearms Qualifications Card and valid California Class C driver's license.

WAGES

Monthly Salaries as of January 1,1996

Range A: \$2001	Attending Academy
Range B: \$2355-\$2725	2 Yr. Apprenticeship
Range C: \$3156-\$3835	After Apprenticeship

FRINGE BENEFITS

All institutions provided the same benefits for their full-time and part-time staff. These benefits are listed below. Benefits for part-time staff are pro-rated.

Medical Insurance	Dental Insurance
Vision Insurance	Life Insurance
Paid Sick Leave	Paid Vacation
Retirement Plan	

HOURS

All 3 institutions offered both full-time and part-time employment. Full-time hours averaged 40 hours per week and part-time hours ranged from 16 - 32 hours per week.

Institutions operate 24 hours a day, 365 days a year, and candidates must be willing to work any shift, any days, and any hours, including holidays.

OTHER RELEVANT INFORMATION

Successful completion of the following are required:

Written Test (Pass/Fail)

To evaluate skills in the areas of grammar, spelling, punctuation, reading comprehension, and basic math.

Qualifications Appraisal Interview

To evaluate the candidates qualifications, abilities and preparedness for the occupation.

Vision Examination (Pass/Fail)

To determine the candidate's distance and color vision.

Physical Abilities Test (Pass/Fail)

Consists of 5 physically demanding performance tests designed to evaluate overall fitness to perform the specific functions of the job.

Additional Requirements consist of a successful background investigation and a pre-employment medical exam.

Promotional Opportunities are provided through the state exam process.

DENTAL ASSISTANTS

OES Code: 660020

Alternate Title: Registered Dental Assistants

19 Firms Responding, 59 Jobs Represented

JOB DESCRIPTION

DENTAL ASSISTANTS assist the dentist at the chair by preparing patients and equipment, keeping records, and performing related duties as required.

EMPLOYMENT TRENDS

Occupational Forecast: 1993 - 2000

Occupation Size: Medium
Projected Job Growth Rate: 26.1%
Growth: Much Faster Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	0%	32%	47%	21%
Inexperienced	11%	33%	33%	22%

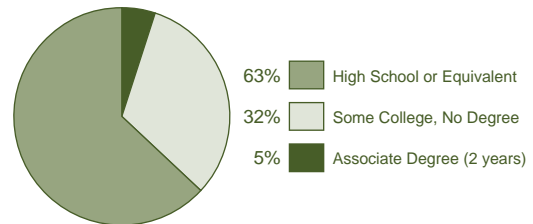
Where the Jobs Are:

	<u>Percent</u>	<u>SIC*</u>
Offices and Clinics of Dentists	96.6%	8021
Others	3.4%	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience and Training:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience	5%	32%	42%	21%
Training as a substitute for exp.	0%	57%	32%	11%

An average of 12 months experience as a dental assistant was required by most responding employers. However, most employers were willing to substitute training for work experience.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Perform ultrasonic scaling, complete and explain insurance forms, assist with dental procedures, coronal polishing and operate a computer.

Knowledge of: Sterilization techniques and general dental practices.

Ability to: Follow oral instructions, perform basic math, read and write legibly, and communicate orally.

License: Registered Dental Assistant (RDA)

DENTAL ASSISTANTS

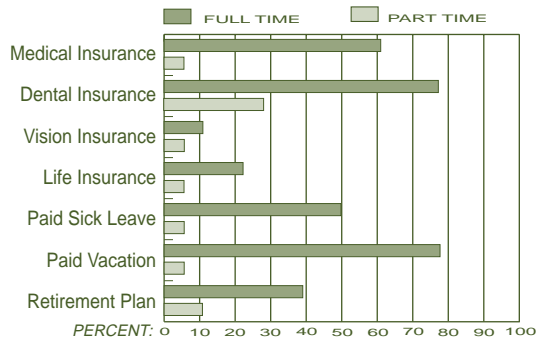
WAGES

Non Union Wages:

	Range	Median
New hires, no experience	\$4.25-\$14.00	\$ 7.00
New to firm, experienced	\$4.75-\$14.00	\$ 9.00
3+yrs experience w/firm	\$6.25-\$15.00	\$11.00

All responding employers are non union and employ 100% of the occupational employment.

FRINGE BENEFITS



Additional benefits offered by a few employers for full-time staff were: free dental care and holidays off. A few firms offered part-time workers an annual bonus and holidays off.

HOURS

Most responding firms employed full-time workers who averaged between 35 - 40 hours per week. Many firms employed part-time workers who averaged 20 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities offered by some responding firms were to Registered Dental Assistant and various clerical positions.

Recruitment methods included the following:

Newspaper Ads	79%
Employee Referrals	63%
Unsolicited Applicants	32%
Private School Referrals	21%
In-house Promotion or Transfer	16%
Public School or Program Referrals	16%
Employment Development Department	11%
Private Employment Agencies	5%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	46%
New Positions Created	40%
Promotions	7%
Temporary Hires	7%

FIRST LINE SUPERVISORS & MANAGER/SUPERVISORS - PRODUCTION & OPERATING WORKERS

OES Code: 810080

Alternate Titles: Foreman, Department Manager

26 Firms Responding, 170 Jobs Represented

JOB DESCRIPTION

FIRST LINE SUPERVISORS AND MANAGER/ SUPERVISORS - Production and Operating

Workers directly supervise and coordinate activities of production and operating workers, such as testers, precision workers, machine setters and operators, assemblers, fabricators, or plant and system operators. Manager/Supervisors are generally found in smaller establishments where they perform both supervisory and management functions, such as accounting, marketing, and personnel work. In addition, Managers or Supervisors may also engage, in part, in the same production work as the workers they supervise. Does not include work leaders who spend 20% or more of their time at tasks similar to those of employees under their supervision.

EMPLOYMENT TRENDS

Occupational Forecast: 1993 - 2000

Occupation Size:	Large
Projected Job Growth Rate:	-.06%
Growth:	No Significant Change

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	8%	27%	38%	27%
Inexperienced	21%	32%	37%	11%

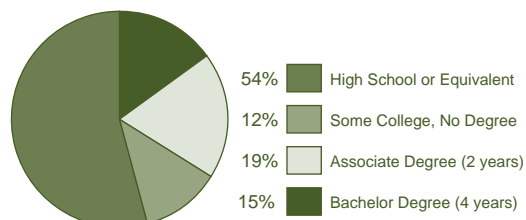
Where the Jobs Are:

	<u>Percent</u>	<u>SIC*</u>
Sawmills & Planing Mills	39.5	2421
Dehydrated Fruit, Vegetables	11.1	2034
Corrugated & Solid Fiber Boxes	7.2	2653
Newspapers	6.7	2711
Canned Fruits & Vegetables	6.7	2033
Converted Paper Products, NEC	4.5	2679
Others	24.3	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience and Training:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience	0%	27%	38%	35%
Training as a substitute for exp.	19%	73%	8%	0%

Almost all responding firms required 2 years experience in the occupation and almost all firms were willing to substitute training in lieu of experience. Areas of training acceptable were in management and supervision with expertise in the unit to be supervised.

FIRST LINE SUPERVISORS & MANAGER/SUPERVISORS

- PRODUCTION & OPERATING WORKERS

JOB SPECIFICATIONS

Skills: Prepare work assignments, maintain production schedules and quotas, operate a computer, use a scanner, and access the Internet.

Ability to: Explain and follow grievance procedures, maintain safe equipment operating practices, motivate others, work under pressure, and deal effectively with difficult individuals and situations.

Knowledge of: Cal OSHA regulations, labor laws, fair employment practices.

Additional benefits offered by a few firms for full-time employees were: 401K Plan, annual bonus, stock option, and birthdays off.

HOURS

Almost all responding firms offered full-time working hours of 40 hours per week. A few firms employed part-time workers averaging 29 hours per week. Seasonal employment averaging 54 hours per week was reported by a few employers. Some firms offered overtime hours ranging from 5 - 20 hours per week.

WAGES

Non Union Wages:

	Range	Median
New hires, no experience	\$4.25-\$18.25	\$ 8.75
New to firm, experienced	\$4.25-\$20.25	\$11.75
3+yrs experience w/firm	\$6.50-\$25.75	\$12.00

Union Wages:

	Range	Median
New hires, no experience	\$ 8.00-\$ 8.00	\$ 8.00
New to firm, experienced	\$17.00-\$17.00	\$17.00
3+yrs experience w/firm	\$20.00-\$20.00	\$20.00

Almost all of the responding firms are non union and employ 88% of the occupational employment.

OTHER RELEVANT INFORMATION

Promotional opportunities offered by almost all firms were in higher level management positions.

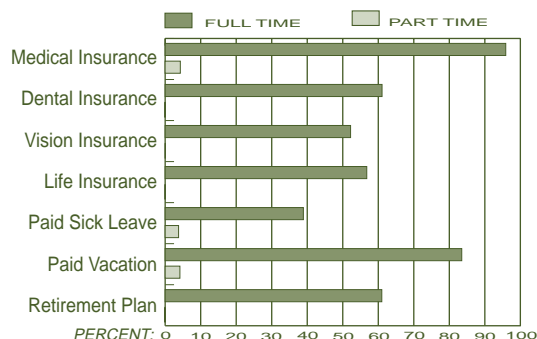
Recruitment methods included the following:

In-house Promotion or Transfer	65%
Newspaper Ads	38%
Employee Referrals	31%
Employment Development Department	31%
Private Employment Agencies	27%
Unsolicited Applicants	12%
Other	8%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	47%
New Positions Created	27%
Promotions	18%
Temporary Positions	8%

FRINGE BENEFITS



FOREST AND CONSERVATION WORKERS

OES Code: 790020

16 Firms Responding, 168 Jobs Represented

Alternate Titles: Forestry Technician, Forestry Aide, Tree Planters

JOB DESCRIPTION

FOREST AND CONSERVATION WORKERS

develop, maintain, and protect forest, forested areas, and woodlands through such activities as raising and transporting tree seedlings; combating insects, pests, and diseases harmful to trees; and controlling erosion and leaching of forest soil. Includes such occupations as forester aides, seedling pullers and tree planters.

EMPLOYMENT TRENDS

Occupational Forecast: 1993 - 2000

Occupation Size: Very Large
Projected Job Growth Rate: 1.0%
Growth: No Significant Change

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	37%	13%	13%	37%
Inexperienced	43%	13%	25%	19%

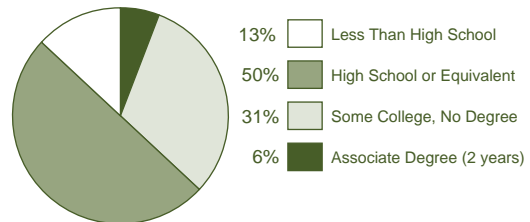
Where the Jobs Are:

	<u>Percent</u>	<u>SIC*</u>
Federal Government	91.5	9010
State Government	5.3	9020
Others	3.2	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience and Training:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience	25%	25%	25%	25%
Training as a substitute for exp.	19%	31%	19%	31%

Most responding employers required 12 - 24 months of experience in a forestry occupation. These included forestry aides, tree workers, and logging occupations.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Operate a computer terminal, keep sets of records, and operate hand and power tools.

Knowledge of: Construction, fire fighting, and safety practices.

Ability to: Write legibly and effectively, perform basic math computations, read and follow instructions, do strenuous and physically demanding work, use a hand-held data collector and read maps.

FOREST AND CONSERVATION WORKERS

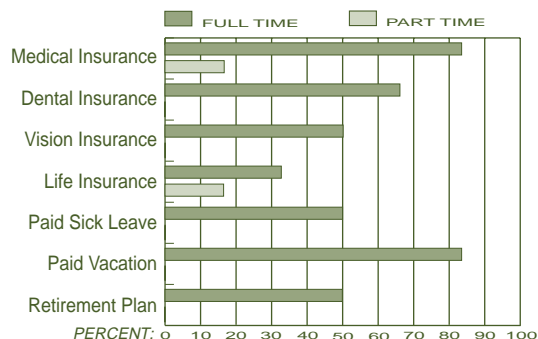
WAGES

Non Union Wages:

	Range	Median
New hires, no experience	\$4.25-\$11.00	\$ 8.70
New to firm, experienced	\$4.25-\$13.50	\$ 9.00
3+yrs experience w/firm	\$4.50-\$15.00	\$12.00

All of the responding firms were non union and employed 100% of the occupational employment.

FRINGE BENEFITS



An additional benefit reported by a few employers for part-time employees was a bonus at the end of the year.

HOURS

Most firms employed workers on a seasonal or temporary basis with an average of 40 hours per week. Some firms employed year-round workers averaging 40 hours per week. No part-time employment was reported.

OTHER RELEVANT INFORMATION

Promotional opportunities available in most responding firms were in forestry crew supervision.

Recruitment methods included the following:

Employee Referrals	56%
Employment Development Department	38%
Unsolicited Applicants	38%
Newspaper Ads	25%
Public School or Program Referrals	25%
Private School Referrals	6%
Other	12%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	66%
Temporary	25%
New Positions Created	8%
Promotions	1%

GENERAL OFFICE CLERKS

OES Code: 553470

Alternate Titles: Office Clerks, Office Assistants

23 Firms Responding, 117 Jobs Represented

JOB DESCRIPTION

GENERAL OFFICE CLERKS perform a variety of tasks. Clerical duties may be assigned in accordance with the office procedures of individual establishments and may include a combination of bookkeeping, typing, stenography, office machine operation, and filing. Does not include workers whose duties are narrowly defined.

EMPLOYMENT TRENDS

Occupational Forecast: 1993 - 2000

Occupational Size: Very Large
Projected Job Growth Rate: 11.4%
Growth: Slower Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	30%	38%	26%	4%
Inexperienced	30%	30%	40%	0%

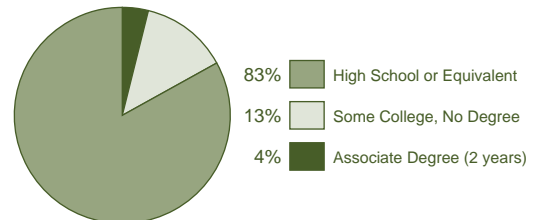
Where the Jobs Are:

	<u>Percent</u>	<u>SIC*</u>
Elementary & Secondary Schools	10.5	8211
Local Government	8.4	9030
Grocery Stores	6.3	5411
U.S. Postal Service	3.5	4311
General Medical/Surgical Hospitals	3.3	8062
State Government	2.8	9020
Others	65.2	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience and Training:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience	13%	30%	48%	9%
Training as a substitute for exp.	17%	48%	22%	13%

Most employers required 12 - 24 months experience in general clerical work, which includes: bookkeeping or accounting, computers, and office machines.

JOB SPECIFICATIONS

These job specifications skills were rated by employers as being very important:

Skills: Operate 10-key adding machine by touch, operate a transcribing machine, type at least 45 wpm and operate a computer.

Knowledge of: Record keeping procedures, numeric and alphabetic filing systems, telephone answering techniques and English grammar, spelling, and punctuation.

Ability to: read and follow instructions, write legibly, communicate orally and perform basic math calculations.

GENERAL OFFICE CLERKS

WAGES

Non Union Wages:

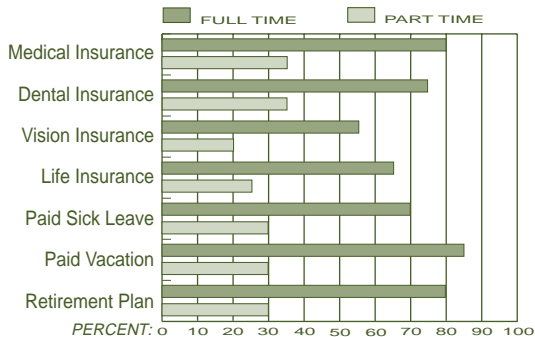
	<u>Range</u>	<u>Median</u>
New hires, no experience	\$4.25-\$ 9.00	\$6.00
New to firm, experienced	\$4.75-\$ 9.50	\$7.00
3+yrs experience w/firm	\$5.00-\$13.00	\$8.35

Union Wages:

	<u>Range</u>	<u>Median</u>
New hires, no experience	\$6.29-\$13.50	\$ 8.53
New to firm, experienced	\$6.29-\$14.50	\$ 8.99
3+yrs experience w/firm	\$9.86-\$15.00	\$10.14

Twenty-two percent of all responding firms are union and represent 46% of the occupational employment.

FRINGE BENEFITS



HOURS

Almost all firms offered full-time employment of 40 hours per week. Many firms offered part-time employment averaging 21 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in most responding firms. These were in: office supervision, secretarial, and specialized clerical positions.

Recruitment methods included the following:

Newspaper Ads	61%
Employee Referrals	48%
In-house Promotion or Transfer	39%
Employment Development Department	35%
Unsolicited Applicants	17%
Other	13%
Public School or Program Referrals	9%
Private School Referrals	4%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	34%
New Positions Created	32%
Promotions	26%
Temporary	8%

INDUSTRIAL TRUCK AND TRACTOR OPERATORS

OES Code: 979470

Alternate Title: Forklift Operators

19 Firms Responding, 119 Jobs Represented

JOB DESCRIPTION

INDUSTRIAL TRUCK AND TRACTOR OPERATORS operate gasoline or electric powered industrial trucks or tractors equipped with fork lift, elevated platform, or trailer hitch to move materials within an establishment, warehouse, storage yard, factory, or at a construction site. Does not include Logging Tractor Operators.

EMPLOYMENT TRENDS

Occupational Forecast: 1993 - 2000

Occupation Size: Large
Projected Job Growth Rate: 41.6%
Growth: Much Faster Than Average

Labor Supply/Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	42%	42%	5%	11%
Inexperienced	41%	41%	12%	6%

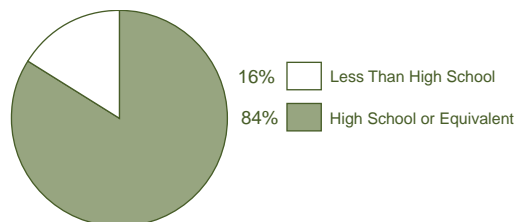
Where the Jobs Are:

	<u>Percent</u>	<u>SIC*</u>
Sawmills and Planing Mills, General	31.1	2421
Department Stores	27.2	5311
Canned Fruits and Vegetables	6.8	2033
Corrugated and Solid Fiber Boxes	5.8	2653
Local Trucking, Without Storage	4.9	4212
Softwood Veneer and Plywood	4.4	2436
Others	19.8	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience and Training:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience	26%	16%	37%	21%
Training as a substitute for exp.	16%	36%	11%	37%

An average of 12 months work experience in the occupation, or related work, was required by employers. This included experience with forklifts, loaders, and hoists.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Operate a forklift, hoist, or other loading equipment, perform automotive maintenance, make minor repairs on equipment, and operate a computer.

Knowledge of: Basic math.

Ability to: Read and follow instructions, write legibly, and communicate orally.

Licenses and Certifications: A valid California Class C driver's license and a fork lift driver's certificate.

INDUSTRIAL TRUCK AND TRACTOR OPERATORS

WAGES

Non Union Wages:

	Range	Median
New hires, no experience	\$5.00-\$12.50	\$ 6.85
New to firm, experienced	\$5.50-\$14.00	\$10.00
3+yrs experience w/firm	\$7.00-\$16.00	\$10.00

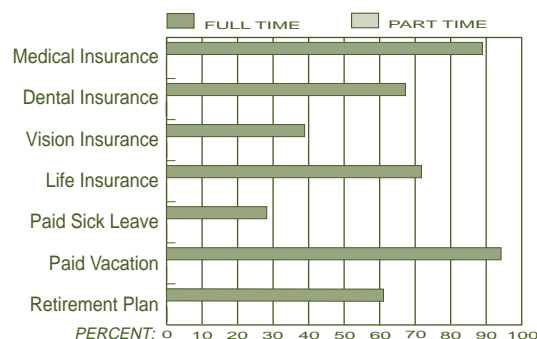
Union Wages:

	Range	Median
New hires, no experience	\$ 0.00-\$ 0.00	\$ 0.00
New to firm, experienced	\$16.22-\$16.22	\$16.22
3+yrs experience w/firm	\$16.22-\$16.00	\$16.22

Almost all responding firms are non union and represent 96% of the occupational employment.

FRINGE BENEFITS

The following benefits were offered by responding firms:



An additional benefit offered by a few firms for full-time employees was profit sharing.

HOURS

Almost all responding firms offered full-time employment of 40 hours per week. A few firms offered part-time employment of 20 hours per week and a few firms offered overtime hours.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in most of the responding firms. Opportunities available were in sales, warehousing, and a variety of other occupations.

Recruitment methods included the following:

In-house Promotion or Transfer	72%
Unsolicited Applicants	44%
Employee Referrals	33%
Newspaper Ads	28%
Employment Development Department	28%
Public School or Program Referrals	6%
Private Employment Agencies	6%
Other	11%

Vacancies filled within the last 12 months were a result of:

New Positions Created	39%
Promotions	34%
Employees Leaving	27%

INSTRUCTIONAL AIDES

OES Code: 325211

Alternate Title: Teacher's Aides

18 Firms Responding, 597 Jobs Represented

JOB DESCRIPTION

INSTRUCTIONAL AIDES work under the direct supervision of classroom teachers to assist the teacher in instructional tasks, and activities involving games, sports, arts and crafts. They also do routine clerical tasks such as record keeping, maintaining classroom supplies, and operating office equipment. They may assist teachers with the instruction of mentally or physically handicapped pupils.

EMPLOYMENT TRENDS

Occupational Forecast: 1993 - 2000

Occupation Size: Very Large
Projected Job Growth Rate: 11.7%
Growth: Slower Than Average

Labor Supply/Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	33%	39%	11%	17%
Inexperienced	41%	35%	18%	6%

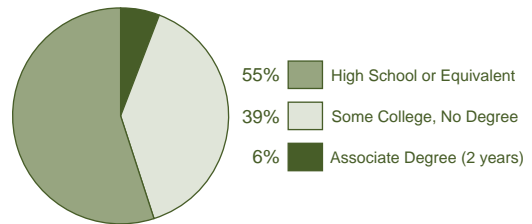
Where the Jobs Are:

	<u>Percent</u>	<u>SIC*</u>
Elementary and Secondary Schools	92.6	8211
Others	7.4	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience and Training:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience	60%	17%	6%	17%
Training as a substitute for exp.	11%	39%	6%	44%

Most responding employers did not require work experience in the occupation but of those who did, 6 - 12 months of experience was required. Almost all employers were willing to substitute training in lieu of experience.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Type at least 45 wpm, operate audio-visual equipment and operate a computer.

Knowledge of: Early childhood development, basic math.

Ability to: Apply teaching techniques, read and follow instructions, write legibly, communicate orally, and understand a variety of cultures.

WAGES

Non Union Wages:

	Range	Median
New hires, no experience	\$4.75-\$6.75	\$6.22
New to firm, experienced	\$5.00-\$7.00	\$6.51
3+yrs experience w/firm	\$5.50-\$8.50	\$7.12

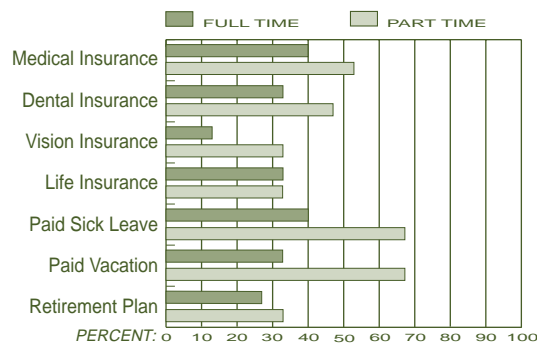
Union Wages:

	Range	Median
New hires, no experience	\$5.61-\$ 9.61	\$6.99
New to firm, experienced	\$5.61-\$ 9.91	\$7.33
3+yrs experience w/firm	\$6.51-\$10.20	\$7.73

Most responding employers are union and represent 83% of the occupational employment.

FRINGE BENEFITS

The following benefits were offered by responding firms:



All of the responding firms employ part-time workers. Less than 34% of responding firms employ full-time workers. Therefore, more part-time benefits are provided.

Additional benefits reported for full-time and part-time employees were: cash in lieu of medical insurance and paid holidays.

HOURS

Almost all responding firms employed the occupation part-time with an average of 18 hours per week. Only a few firms offered full-time employment of 40 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in almost all of the responding firms. Most of these opportunities were in clerical and teaching occupations.

Recruitment methods included the following:

Newspaper Ads	100%
In-house Promotion or Transfer	44%
Employee Referrals	28%
Unsolicited Applicants	28%
Employment Development Department	22%
Public School or Program Referrals	6%
Other	33%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	78%
New Positions Created	19%
Promotions	2%
Temporary	1%

LICENSED VOCATIONAL NURSES

OES CODE: 325050

Alternate Title: None Listed.

21 Firms Responding, 230 Jobs Represented

JOB DESCRIPTION

LICENSED VOCATIONAL NURSES care for ill, injured, convalescent, and handicapped persons in hospitals, clinics, private homes, sanitariums, and similar institutions.

EMPLOYMENT TRENDS

Occupational Forecast: 1993 - 2000

Occupation Size: Large
Projected Job Growth Rate: 11.5%
Growth: Slower Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	33%	24%	33%	10%
Inexperienced	45%	20%	20%	15%

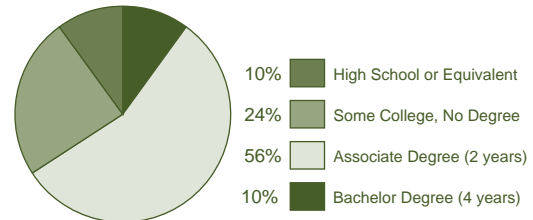
Where the Jobs Are:

	<u>Percent</u>	<u>SIC*</u>
General Medical/Surgical Hospital	60.3	8062
Skilled Nursing Care Facilities	13.0	8051
Nursing and Personal Care, NEC	12.7	8059
Offices & Clinics of Medical Doctor	8.9	8011
Others	5.1	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience and Training:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience	24%	19%	10%	47%
Training as a substitute for exp.	24%	43%	14%	19%

An average of eighteen months of work experience was required and almost all employers were willing to substitute training for experience in the occupation.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Complete and explain insurance forms, administer an electro-cardiograph test, administer injections, draw blood, take vital signs, and operate a computer.

Knowledge of: Basic math and computers.

Ability to: Read and follow instructions, write legibly, communicate orally, and follow laboratory procedures.

Licenses: Valid California Vocational Nursing License.

LICENSED VOCATIONAL NURSES

WAGES

Non Union Wages:

	Range	Median
New hires, no experience	\$8.25-\$11.50	\$ 9.38
New hires, experienced	\$7.00-\$13.00	\$10.05
3+yrs experience w/firm	\$8.50-\$15.25	\$11.44

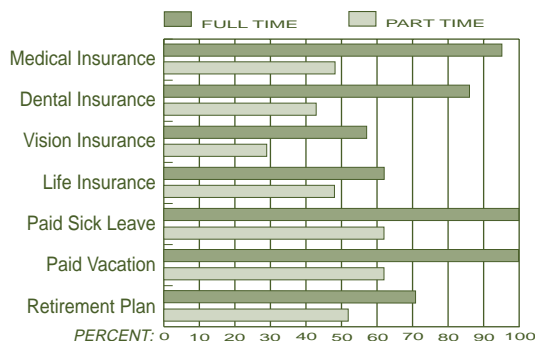
Union Wages:

	Range	Median
New hires, no experience	\$ 8.23-\$15.87	\$10.21
New hires, experienced	\$10.56-\$15.87	\$11.00
3+yrs experience w/firm	\$10.07-\$22.07	\$12.81

Seventy-six percent of all responding firms are non union and represent 60% of the occupational employment.

FRINGE BENEFITS

The following benefits were offered by responding firms:



Additional benefits for full time workers included 401K Plan, Stock, and Cafeteria Plan.

HOURS

Almost all employers offered full-time employment averaging 40 hours per week. Some employers offered part-time work averaging 22 hours per week. Temporary or on-call workers averaged 22 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in most firms. These were Registered Nurse and Manager or Supervisor of Nurses.

Recruitment methods included the following:

Newspaper Ads	86%
In-house Promotion or Transfer	33%
Unsolicited Applicants	29%
Employee Referrals	24%
Public School or Program Referrals	24%
Employment Development Department	24%
Private Employment Agencies	5%
Other	19%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	56%
New Positions Created	42%
Promotions	2%

MEDICAL ASSISTANTS

OES CODE: 660050

Alternate Title: Nurse's Assistants

15 Firms Responding, 71 Jobs Represented

JOB DESCRIPTION

MEDICAL ASSISTANTS perform various duties under the direction of physicians in the examination and treatment of patients. They prepare treatment room, inventory supplies and instruments, and set up patients for attention of physicians, handing instruments and materials to physician as directed. They may schedule appointments, keep medical records, or perform other clerical duties.

EMPLOYMENT TRENDS

Occupational Forecast: 1993 - 2000

Occupation Size: Medium
Projected Job Growth Rate: 26.8%
Growth: Much Faster Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	27%	27%	13%	33%
Inexperienced	23%	31%	8%	38%

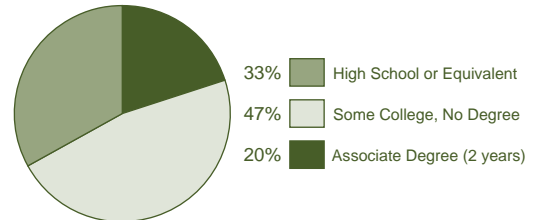
Where the Jobs Are:

	<u>Percent</u>	<u>SIC*</u>
Offices & Clinics of Medical Doctors	87.8	8011
Offices & Clinics of Optometrists	5.8	8042
Others	6.4	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience and Training:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience	27%	13%	27%	33%
Training as a substitute for exp.	13%	40%	0%	47%

Most responding employers required work experience in the occupation averaging 12 months experience. Almost all employers were willing to substitute training for the work experience requirement.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Transcribes medical records and reports, completes and explains insurance forms, administers an electro-cardiograph test, administers injections, draws blood and types 45 wpm.

Knowledge of: Basic math and computers.

Ability to: Communicate orally, write legibly, and read and follow instructions.

License or Certification: Medical Assistant Certificate (CMA)

WAGES

Non Union Wages:

	Range	Median
New hires, no experience	\$5.75-\$ 9.00	\$6.88
New hires, experienced	\$6.00-\$10.00	\$7.30
3+yrs experience w/firm	\$7.75\$13.00	\$8.69

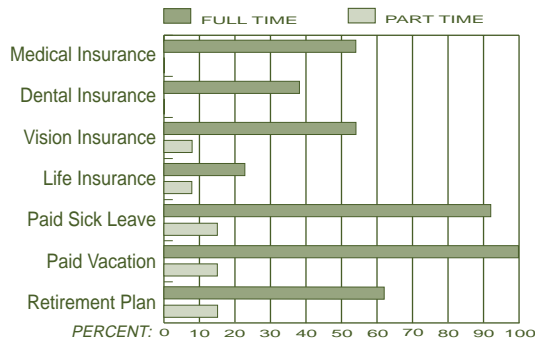
Union Wages:

	Range	Median
New hires, no experience	\$ 0.00-\$0.00	\$ 0.00
New hires, experienced	\$18.25-\$18.25	\$18.25
3+yrs experience w/firm	\$21.00-\$21.00	\$21.00

Ninety-three percent of all responding firms are non union and represent 93% of the occupational employment.

FRINGE BENEFITS

The following benefits were offered by responding firms:



Additional benefits: 401K Plan for full-time employees and the Cafeteria Plan for part-time employees.

HOURS

Almost all employers offered full-time employment averaging 40 hours per week. Some employers offered part-time employment averaging 22 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in many firms but most responding firms did not promote from this level. Of those who did promote, the opportunities were in Medical Technician, Licensed Vocational Nursing, and Supervision and Management.

Recruitment methods included the following:

Newspaper Ads	73%
Employee Referrals	53%
Unsolicited Applicants	47%
Public School or Program Referrals	27%
Employment Development Department	20%
In-house Promotion or Transfer	13%
Private School Referrals	13%
Other	7%

Vacancies filled within the last 12 months were as result of:

Employees Leaving	54%
New Positions Created	33%
Promotions	13%

REGISTERED NURSES

OES CODE: 325020

Alternate Title: None Listed

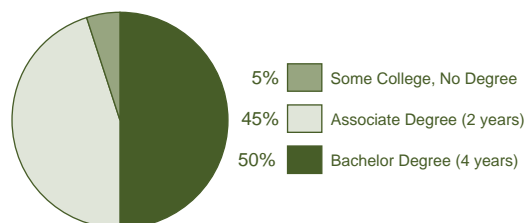
22 Firms Responding, 395 Jobs Represented

JOB DESCRIPTION

REGISTERED NURSES administer nursing care to ill or injured persons. This group includes administrative, public health, industrial, private duty, and surgical nurses. Licensing or registration is required. Does not include Nursing Instructors and Teachers.

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



EMPLOYMENT TRENDS

Occupational Forecast: 1993 - 2000

Occupation Size: Very Large
 Projected Job Growth Rate: 12.8%
 Growth: Average

Experience and Training:

	Never	Sometimes	Usually	Always
Work experience	14%	14%	14%	58%
Training as a substitute for exp.	18%	41%	5%	36%

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	Not	A Little	Somewhat	Very
Experienced	18%	23%	27%	32%
Inexperienced	37%	10%	24%	29%

Almost all responding employers required experience in the occupation. Employers reported an average of 24 months experience is needed. Almost all employers were willing to substitute training for work experience.

Where the Jobs Are:

	Percent	SIC*
General Medical & Surgical Hospital	66.5	8062
Offices & Clinics of Medical Doctor	9.5	8011
Elementary & Secondary Schools	7.6	8211
Others	16.4	

*Standard Industrial Classification

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Intensive care treatment, record keeping, administer electro-cardiograph tests, complete and explain insurance forms, organize work of others, move patients, administer shots and draw blood.

Knowledge of: Disaster plan medical techniques and basic computers.

Ability to: Read and write clearly.

License or Certification: Registered Nurse License (RN)

REGISTERED NURSES

WAGES

Non Union Wages:

	Range	Median
New hires, no experience	\$7.00-\$17.00	\$13.30
New hires, experienced	\$7.00-\$17.50	\$15.00
3+yrs experience w/firm	\$8.50-\$24.00	\$16.75

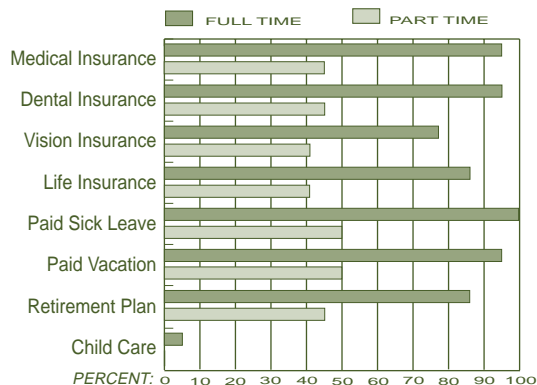
Union Wages:

	Range	Median
New hires, no experience	\$12.26-\$16.08	\$14.33
New hires, experienced	\$13.75-\$17.35	\$15.85
3+yrs experience w/firm	\$14.78-\$19.43	\$17.23

Eighty-two percent of all responding firms are non union and represent 83% of the occupational employment.

FRINGE BENEFITS

The following benefits were offered by responding firms:



An additional benefit reported by a few firms for full-time workers included uniform reimbursement.

HOURS

Almost all firms employed the occupation full-time averaging 40 hours per week. Most firms employed part-time workers averaging 23 hours per week. Temporary or on-call workers were employed by some firms for an average of 20 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in most of the responding firms. These consisted of charge nurse, nursing supervisor, and manager of nurses.

Recruitment methods included the following:

Newspaper Ads	78%
Employee Referrals	72%
Unsolicited Applicants	44%
In-house Promotions or Transfers	33%
Employment Development Department	22%
Public School or Program Referrals	11%
Private School Referrals	6%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	53%
New Positions Created	36%
Promotions	11%

SALESPERSONS, RETAIL (EXCEPT VEHICLE SALES)

OES CODE: 490112

Alternate Title: Sales Associate

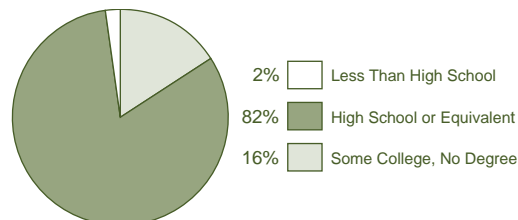
38 Firms Responding, 320 Jobs Represented

JOB DESCRIPTION

SALESPERSONS-RETAIL (EXCEPT VEHICLE SALES) sell a variety of merchandise to the public. They assist the customers in making selections, obtain or receive the merchandise, total the bill, receive the payment in cash or by check or credit card, operate a cash register, and make change for the customer. They may stock shelves and set up advertising displays. Does not include workers who work primarily as Cashiers.

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



EMPLOYMENT TRENDS

Occupational Forecast: 1993 - 2000

Occupation Size: Very Large
Projected Job Growth Rate: 25.3%
Growth: Much Faster Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	11%	6%	33%	50%
Inexperienced	13%	18%	45%	24%

Where the Jobs Are:

	<u>Percent</u>	<u>SIC*</u>
Department Stores	26.2%	5311
General Merchandise Stores	12.7%	5399
Hardware Stores	5.8%	5251
Variety Stores	5.4%	5331
Others	49.9%	

*Standard Industrial Classification

Experience and Training:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience	45%	32%	15%	8%
Training as a substitute for exp.	37%	37%	11%	15%

Most responding employers required experience in the occupation averaging 6 months. Most employers were willing to substitute training in lieu of experience.

JOB SPECIFICATIONS

These job specifications were rated by employers as being very important:

Skills: Operate a computer terminal and standard cash register, make change and inventory supplies.

Knowledge of: Basic computers and effective customer service.

Abilities to: Lift at least 50 pounds, stand for prolonged periods, and meet employer grooming standards.

SALESPERSONS, RETAIL (EXCEPT VEHICLE SALES)

WAGES

Non Union Wages:

	Range	Median
New hires, no experience	\$4.25-\$ 7.50	\$4.90
New hires, experienced	\$4.25-\$ 8.50	\$6.00
3+yrs experience w/firm	\$5.25-\$10.50	\$7.00

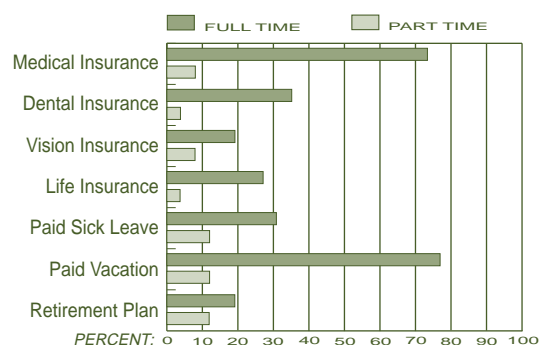
Union Wages:

	Range	Median
New hires, no experience	\$5.00-\$5.25	\$5.13
New hires, experienced	\$5.00-\$5.25	\$5.13
3+yrs experience w/firm	\$8.50-\$9.69	\$9.10

Ninety-five percent of all responding firms are non union and represent 92% of the occupational employment.

FRINGE BENEFITS

The following benefits were offered by responding firms:



Additional benefits for full-time workers were: profit sharing, cafeteria plan, and cash bonus. Part-time benefits were: profit sharing, 401K Plan and catastrophic medical.

HOURS

Almost all firms offered full-time employment in the occupation. The average hours reported were 40 hours per week. Most firms offered part-time, seasonal, and on-call employment. Part-time workers averaged 20 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in most firms. The opportunities consisted of department manager, manager trainee, and assistant manager.

Recruitment methods included the following:

Employee Referrals	68%
Unsolicited Applicants	54%
Newspaper Ads	41%
Employment Development Department	27%
In-house Promotions or Transfers	19%
Public School or Program Referrals	8%
Private Employment Agencies	5%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	63%
Temporary Positions	31%
New Positions Created	4%
Promotions	2%

SECRETARIES, MEDICAL

OES CODE: 551050

Alternate Titles: Medical Transcriber

18 Firms Responding, 66 Jobs Represented

JOB DESCRIPTION

MEDICAL SECRETARIES perform secretarial duties utilizing specific knowledge of medical terminology and hospital, clinic, or laboratory procedures. Their duties include taking dictation, and compiling and recording medical charts, reports, and correspondence, as well as preparing and sending bills to patients or recording appointments.

EMPLOYMENT TRENDS

Occupational Forecast: 1993 - 2000

Occupation Size:	Medium
Projected Job Growth Rate:	15.0%
Growth:	Faster Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	6%	17%	33%	44%
Inexperienced	18%	18%	46%	18%

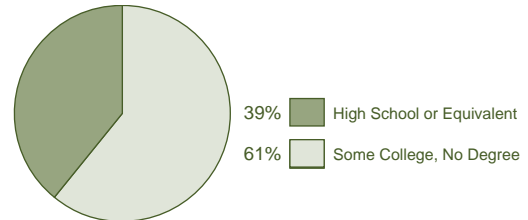
Where the Jobs Are:

	<u>Percent</u>	<u>SIC*</u>
Offices & Clinics of Medical Doctors	57.4%	8011
General Medical & Surgical Hospitals	13.0%	8062
Offices & Clinics of Dentists	10.4%	8021
Offices & Clinics of Chiropractors	5.2%	8041
Others	14.0%	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience and Training:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience	11%	28%	28%	33%
Training as a substitute for exp.	17%	55%	17%	11%

Almost all employers required experience in the occupation or in a work related occupation. An average of 18 months of experience in medical transcribing, medical billing, medical reception or general clerical was required. Almost all employers were willing to substitute training in lieu of work experience.

JOB SPECIFICATIONS

The following job specifications were rated by employers as being very important:

Skills: Complete and explain insurance forms, operate a transcribing machine, take dictation at 100 wpm, type 60 wpm, and operate a computer.

Knowledge of: Medical terminology, billing procedures, word processing software, appointment scheduling, and basic math.

Licenses or Certification: Certificate in Medical Transcription (CMT)

WAGES

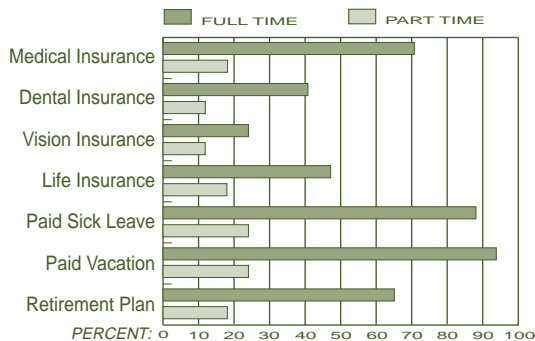
Non Union Wages:

	Range	Median
New hires, no experience	\$5.00-\$14.50	\$6.50
New hires, experienced	\$6.00-\$16.50	\$7.25
3+yrs experience w/firm	\$7.00-\$16.50	\$9.50

One-hundred per cent of all responding firms are non union and employ 100% of the occupational employment.

FRINGE BENEFITS

The following benefits were offered by responding firms:



Additional benefits were: 401K Plan for full-time staff and the cafeteria plan for part-time staff.

HOURS

Almost all employers offered full-time employment averaging 40 hours per week. Some employers employed part-time workers who averaged 19 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in most firms. These opportunities were in office supervision and management positions.

Recruitment methods included the following:

Newspaper Ads	78%
Employee Referrals	72%
Unsolicited Applicants	44%
In-house Promotions or Transfers	33%
Employment Development Department	22%
Public School or Program Referrals	11%
Private School Referrals	6%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	53%
New Positions Created	36%
Promotions	11%

TRAFFIC, SHIPPING, AND RECEIVING CLERKS

OES CODE: 580280

Alternate Titles: Receiving Clerks, Shipping Clerks

18 Firms Responding, 56 Jobs Represented

JOB DESCRIPTION

TRAFFIC, SHIPPING, AND RECEIVING

CLERKS verify and keep records on incoming and outgoing shipments and prepare items for shipment. Duties include assembling, addressing, stamping, and shipping merchandise or material; receiving, unpacking, verifying, and recording incoming merchandise or material; and arranging for the transportation of products. Does not include Stock Clerks, and workers whose primary duties involve weighing and checking.

EMPLOYMENT TRENDS

Occupational Forecast: 1993 - 2000

Occupation Size: Large
Projected Job Growth Rate: 36.7%
Growth: Much Faster Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	34%	24%	18%	24%
Inexperienced	39%	22%	17%	22%

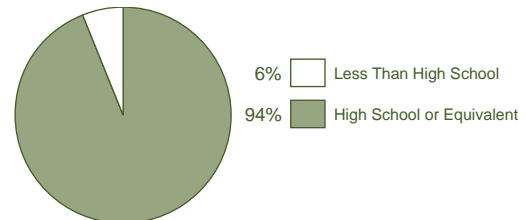
Where the Jobs Are:

	<u>Percent</u>	<u>SIC*</u>
U.S. Postal Service	33.3%	4311
Department Stores	22.8%	5311
Grocery Stores	6.8%	5411
Others	37.1%	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience and Training:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience	39%	33%	17%	11%
Training as a substitute for exp.	22%	28%	0%	50%

Most responding employers required experience in the occupation or in a work related occupation. The average length of experience was 6 months. Work related occupations were in purchasing, retail, forklift and warehousing. Almost all employers were willing to substitute training for work experience.

JOB SPECIFICATIONS

The following job specifications were rated by employers as being very important:

Skills: Forklift driving, record keeping, basic computers, and typing 30 wpm.

Knowledge of: Inventory control techniques and postal service procedures.

Ability to: Work under close supervision, write effectively, stand continuously for 2 or more hours, and lift at least 60 pounds repeatedly.

License or Certification: Valid California Class C driver's license.

TRAFFIC, SHIPPING, AND RECEIVING CLERKS

WAGES

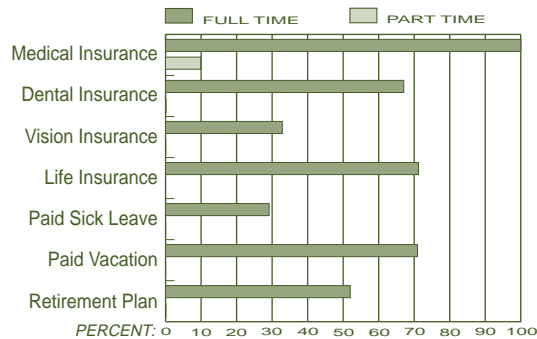
Non Union Wages:

	Range	Median
New hires, no experience	\$6.00-\$13.00	\$ 9.00
New hires, experienced	\$8.00-\$15.00	\$10.00
3+yrs experience w/firm	\$9.00-\$18.00	\$11.88

All of the responding firms are non union and represent 100% of the occupational employment.

FRINGE BENEFITS

The following benefits were offered by responding firms:



Additional benefits for full-time and part-time employees were: profit sharing and 401K Plan.

HOURS

Almost all firms offered full-time employment averaging 40 or more hours per week. A few firms offered part-time employment averaging 26 hours per week. Overtime working hours are common for this occupation.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in many firms. These opportunities were dispatcher and various managerial positions.

Recruitment methods included the following:

Employee Referrals	69%
Unsolicited Applicants	50%
Employment Development Department	50%
Newspaper Ads	42%
In-house Promotions or Transfers	23%
Other	8%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	51%
Temporary Positions	24%
New Positions Created	21%
Promotions	4%

TRUCK DRIVER, HEAVY OR TRACTOR TRAILER

OES CODE: 971020

Alternate Titles: Rig Drivers, Tractor Drivers

26 Firms Responding, 325 Jobs Represented

JOB DESCRIPTION

HEAVY OR TRACTOR TRAILER TRUCK DRIVERS drive tractor-trailer combinations or trucks with a capacity of more than three tons to transport and deliver goods, livestock, or materials in liquid, loose or packaged form. They may be required to unload trucks.

EMPLOYMENT TRENDS

Occupational Forecast: 1993 - 2000

Occupation Size: Very Large
Projected Job Growth Rate: 18.7%
Growth: Faster Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	12%	12%	38%	38%
Inexperienced	14%	33%	33%	20%

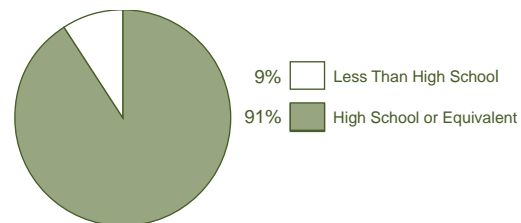
Where the Jobs Are:

	<u>Percent</u>	<u>SIC*</u>
Local Trucking, Without Storage	19.1	4212
Trucking, Except Local	13.7	4213
Logging	11.7	2411
Ready-Mixed Concrete	8.2	3273
Others	47.3	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience and Training:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience	0%	12%	19%	69%
Training as a substitute for exp.	31%	31%	23%	15%

All responding employers required experience in the occupation. Eighteen months of experience was the average. Most employers were willing to substitute training for work experience.

JOB SPECIFICATIONS

The following job specifications were rated by employers as being very important:

Skills: Drives trucks long distances, load and unload trucks, perform automotive maintenance and minor repairs, keep logs, read maps and invoices, and lift at least 75 pounds repeatedly.

Knowledge of: Local streets and Interstate Commerce Commission regulations.

Ability to: Read and follow instructions, write legibly, communicate effectively, work independently, obtain a good DMV driving record.

License or Certification: Valid California Class A driver's license.

TRUCK DRIVER, HEAVY OR TRACTOR TRAILOR

WAGES

Non Union Wages:

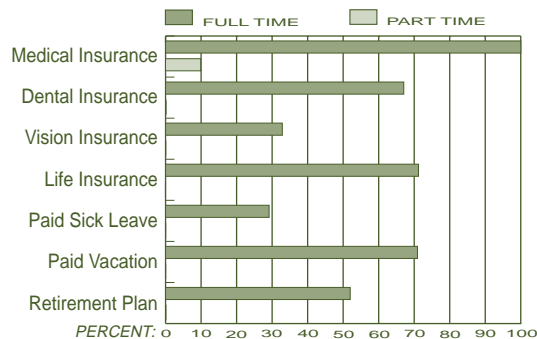
	Range	Median
New hires, no experience	\$6.00-\$13.00	\$ 9.00
New hires, experienced	\$8.00-\$15.00	\$10.00
3+yrs experience w/firm	\$9.00-\$18.00	\$11.88

A few firms offered wages based on a percentage of the load or gross.

All of the responding firms are non union and represent 100% of the occupational employment.

FRINGE BENEFITS

The following benefits were offered by responding firms:



Additional benefits for full-time and part-time employees were: profit sharing and 401K Plan.

HOURS

Almost all firms offered full-time employment averaging 40 or more hours per week. A few firms offered part-time employment averaging 26 hours per week. Overtime working hours are common for this occupation.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in many firms. These opportunities were dispatcher and various managerial positions.

Recruitment methods included the following:

Employee Referrals	69%
Unsolicited Applicants	50%
Employment Development Department	50%
Newspaper Ads	42%
In-house Promotions or Transfers	23%
Other	8%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	51%
Temporary Positions	24%
New Positions Created	21%
Promotions	4%

TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE DRIVERS

OES CODE: 971050

Alternate Title: Delivery Driver

19 Firms Responding, 96 Jobs Represented

JOB DESCRIPTION

LIGHT TRUCK DRIVERS, including Delivery and Route Workers, drive vehicles with a capacity under 3 tons. They deliver or pick up merchandise and may load and unload trucks. Does not include workers whose duties include sales.

EMPLOYMENT TRENDS

Occupational Forecast: 1993 - 2000

Occupation Size: Very Large
Projected Job Growth Rate: 15.8%
Growth: Faster Than Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	26%	16%	21%	37%
Inexperienced	37%	21%	21%	21%

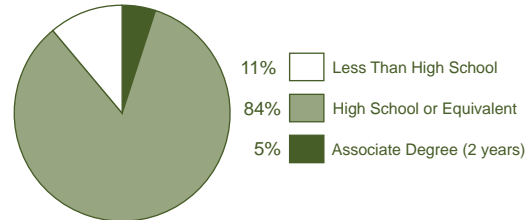
Where the Jobs Are:

	<u>Percent</u>	<u>SIC*</u>
Eating Places	11.8	5812
Trucking, Except Local	10.4	4213
Courier Services, Except by Air	10.4	4215
Local Trucking, Without Storage	8.2	4212
Individual and Family Services	6.8	8322
Auto and Home Supply Stores	5.3	5531
Others	47.1	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience and Training:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience	41%	32%	11%	16%
Training as a substitute for exp.	11%	16%	21%	52%

An average of 13 months experience was required by most responding employers. Almost all employers were willing to substitute training for work experience.

JOB SPECIFICATIONS

The following job specifications were rated by employers as being very important:

Skills: Operates a fork lift, keeps records, loads and unloads freight, reads maps and invoices.

Knowledge of: Basic math and local streets.

Ability to: Pass a pre-employment medical exam, lift at least 75 pounds repeatedly, work independently, read and follow instructions, write legibly, and obtain a good DMV driving record.

License or Certification: Valid California Class B driver's license.

TRUCK DRIVERS, LIGHT - INCLUDE DELIVERY AND ROUTE DRIVERS

WAGES

Non Union Wages:

	Range	Median
New hires, no experience	\$4.25-\$ 8.50	\$6.00
New hires, experienced	\$4.25-\$ 9.50	\$7.50
3+yrs experience w/firm	\$5.25-\$11.00	\$8.75

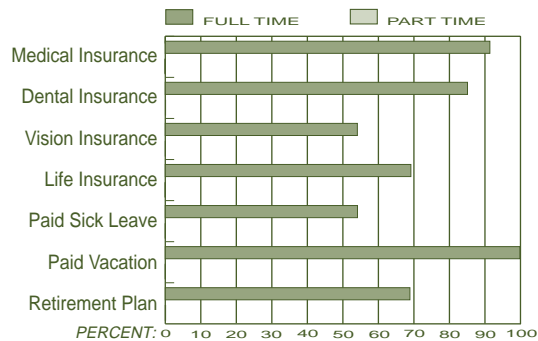
Union Wages:

	Range	Median
New hires, no experience	\$7.84-\$13.73	\$11.44
New hires, experienced	\$8.61-\$13.73	\$11.44
3+yrs experience w/firm	\$9.25-\$20.00	\$15.01

Eighty-four percent of all responding firms are non union and employ 64% of the occupational employment.

FRINGE BENEFITS

The following benefits were offered by responding firms:



An additional benefit of profit sharing was offered by a few firms for both full-time and part-time workers.

HOURS

Most firms offered full-time employment averaging 40 hours per week. Some firms offered part-time employment averaging 16 hours per week. A few firms employed temporary, on-call, and seasonal workers averaging 20 hours per week.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in almost all responding firms. These opportunities were in sales and supervision.

Recruitment methods included the following:

Employee Referrals	42%
Unsolicited Applicants	37%
In-house Promotions or Transfers	37%
Newspaper Ads	32%
Employment Development Department	26%
Public School or Program Referrals	5%
Other	11%

Vacancies filled within the last 12 months were a result of:

Temporary Positions	50%
Employees Leaving	42%
Promotions	8%

WELDERS AND CUTTERS

OES CODE: 939140

Alternate Title: Welder Fabricator

18 Firms Responding, 97 Jobs Represented

JOB DESCRIPTION

WELDERS AND CUTTERS use flame cutting, hand, arc, and gas welding equipment, and gas torches, to weld together metal components of such products as pipelines, automobiles, boilers, and ships, or join together components of fabricated sheet metal assemblies, or cut, trim, or scarf metal objects to dimensions as specified by layout, work orders, or blueprints.

EMPLOYMENT TRENDS

Occupational Forecast: 1993 - 2000

Occupation Size: Small
Projected Job Growth Rate: 12.3%
Growth: Average

Labor Supply and Demand Assessment:

Degree of difficulty in finding applicants:

	<u>Not</u>	<u>A Little</u>	<u>Somewhat</u>	<u>Very</u>
Experienced	22%	11%	39%	28%
Inexperienced	24%	12%	35%	29%

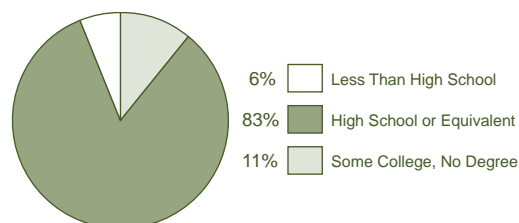
Where the Jobs Are:

	<u>Percent</u>	<u>SIC*</u>
Repair Services, NEC	34.4	7699
Welding Repair	25.0	7692
Bridge, Tunnel, & Elevated Highway	10.9	1622
Sawmills and Planing Mills, General	7.8	2421
Federal Government	6.3	9010
Others	15.6	

*Standard Industrial Classification

EMPLOYER REQUIREMENTS

Education of most recent hires by percentage of total firms responding:



Experience and Training:

	<u>Never</u>	<u>Sometimes</u>	<u>Usually</u>	<u>Always</u>
Work experience	0%	6%	38%	56%
Training as a substitute for exp.	17%	39%	33%	11%

Almost all firms required some experience in the occupation. An average of 18 months was reported by responding firms. Almost all firms were willing to substitute training in lieu of experience.

JOB SPECIFICATIONS

The following job specifications were rated by employers as being very important:

Skills: All around welding including arc, mig, tig, and gas welds, operates inspection equipment and precision tools, read blueprints and work drawings.

Knowledge of: Basic math, blueprints, and structural welding.

Ability to: Use precision tools, pass work performance test, work from ladders and scaffolds, stand continuously for 2 or more hours, work independently, read, write and communicate orally.

License or Certification: Certified structural welder, certified pressure vessel and pipe welder.

WELDERS AND CUTTERS

WAGES

Non Union Wages:

	Range	Median
New hires, no experience	\$5.00-\$ 8.00	\$ 6.92
New hires, experienced	\$7.00-\$15.00	\$ 8.00
3+yrs experience w/firm	\$8.00-\$15.00	\$10.00

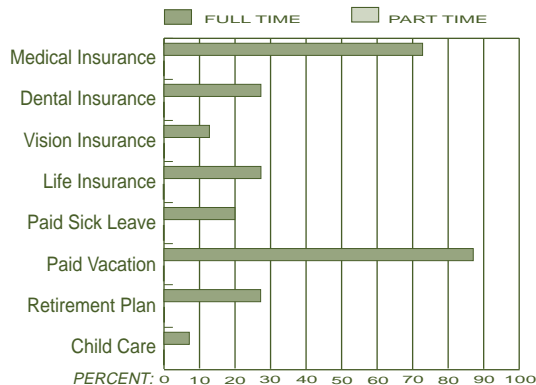
Union Wages:

	Range	Median
New hires, no experience	\$14.29-\$14.29	\$14.29
New hires, experienced	\$14.29-\$14.29	\$14.29
3+yrs experience w/firm	\$15.51-\$15.51	\$15.51

Almost all of the responding firms are non union and employ 90% of the occupational employment.

FRINGE BENEFITS

The following benefits were offered by responding firms:



Additional benefits offered by a few firms for full-time employees were a Christmas bonus and 401K plan.

HOURS

Almost all firms offered full-time employment in the occupation. A few firms offered part-time employment averaging 25 hours per week. A few firms employed seasonal workers averaging 45 hours per week during the busy season.

OTHER RELEVANT INFORMATION

Promotional opportunities existed in many firms. These were in lead welding positions and supervision.

Recruitment methods included the following:

Unsolicited Applicants	78%
Employment Development Department	56%
Employee Referrals	56%
Newspaper Ads	33%
In-house Promotions or Transfers	33%
Private School Referrals	11%
Public School or Program Referrals	11%
Private Employment Agencies	6%

Vacancies filled within the last 12 months were a result of:

Employees Leaving	46%
New Positions	40%
Promotions	11%
Temporary	3%

WAGE SUMMARIES

The following non union wage data have been extracted from the Occupational Summaries contained in this report and are compiled here for quick reference. Union wage data and the non-union median wage data are not included in this summary but may be found in the Occupational Summaries.

Because the occupation of Correctional Officers was a special survey and wages were reported by monthly salary, wage data for this occupation has been listed last in this summary.

Occupational Title	<u>Entry No Exp</u>	<u>Entry With Exp</u>	<u>3 Yrs+ With Firm</u>
Automotive Mechanics	\$ 5.00-\$10.50	\$ 6.00-\$17.50	\$ 8.00-\$17.50
Bookkeeping, Accounting, Auditing Clks	\$ 4.25-\$10.50	\$ 4.50-\$14.00	\$ 6.00-\$15.00
Bus & Truck Mechanics	\$ 6.00-\$13.25	\$10.00-\$14.25	\$11.00-\$16.50
Child Care Workers	\$ 4.25-\$ 6.50	\$ 4.50-\$ 7.00	\$ 4.75-\$ 8.00
Cooks, Restaurant	\$ 4.25-\$ 6.50	\$ 4.25-\$ 8.50	\$ 5.00-\$11.00
Dental Assistants	\$ 4.25-\$14.00	\$ 4.75-\$14.00	\$ 6.25-\$15.00
1st Line Supervisor & Managers	\$ 4.25-\$18.25	\$ 4.25-\$20.25	\$ 6.50-\$25.75
Forest & Conservation Workers	\$ 4.25-\$11.00	\$ 4.25-\$13.50	\$ 4.50-\$15.00
General Office Clerks	\$ 4.25-\$ 9.00	\$ 4.75-\$ 9.50	\$ 5.00-\$13.00
Industrial Truck/Tractor Operators	\$ 5.00-\$12.50	\$ 5.50-\$14.00	\$ 7.00-\$16.00
Instructional Aides	\$ 4.75-\$ 6.75	\$ 5.00-\$ 7.00	\$ 5.50-\$ 8.50
Licensed Vocational Nurses	\$ 8.25-\$11.50	\$ 7.00-\$13.00	\$ 8.50-\$15.25
Medical Assistants	\$ 5.75-\$ 9.00	\$ 6.00-\$10.00	\$ 7.75-\$13.00
Registered Nurses	\$ 7.00-\$17.00	\$ 7.00-\$17.50	\$ 8.50-\$24.00
Salespersons, Retail	\$ 4.25-\$ 7.50	\$ 4.25-\$ 8.50	\$ 5.25-\$10.50
Secretaries, Medical	\$ 5.00-\$14.50	\$ 6.00-\$16.50	\$ 7.00-\$16.50
Traffic, Shipping & Receiving Clerks	\$ 4.50-\$12.00	\$ 4.50-\$14.00	\$ 5.25-\$16.00
Truck Drivers, Heavy or Tractor Trailer	\$ 6.00-\$13.00	\$ 8.00-\$15.00	\$ 9.00-\$18.00
Truck Drivers, Light	\$ 4.25-\$ 8.50	\$ 4.25-\$ 9.50	\$ 5.25-\$11.00
Welders and Cutters	\$ 5.00-\$ 8.00	\$ 7.00-\$15.00	\$ 8.00-\$15.00

Correctional Officers

Monthly Salary Scale

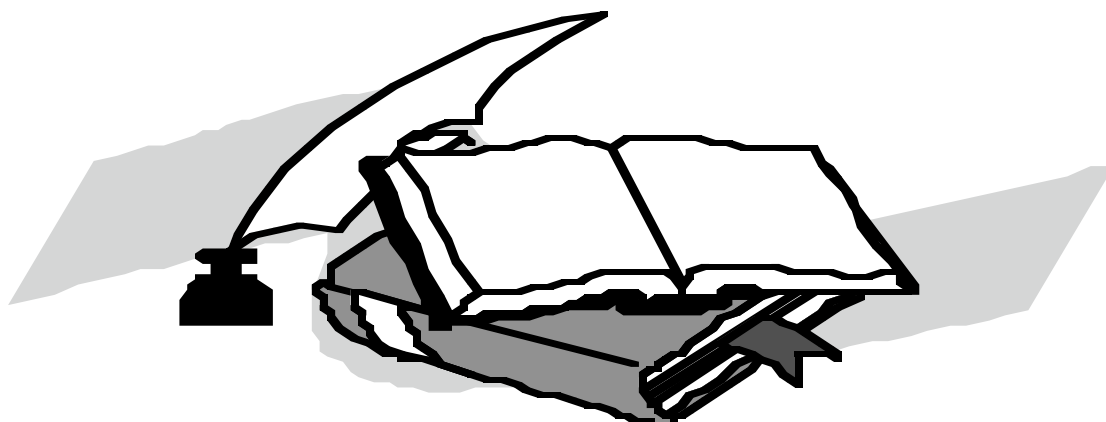
Range A: \$2001

Range B: \$2355-\$2725

Range C: \$3156-\$3835

NORTHERN CALIFORNIA 1996 VOCATIONAL TRAINING DIRECTORY

**A PRODUCT OF THE
CALIFORNIA COOPERATIVE OCCUPATIONAL INFORMATION SYSTEM
LABOR MARKET INFORMATION DIVISION
Of The
EMPLOYMENT DEVELOPMENT DEPARTMENT
STATE OF CALIFORNIA**



LMID Northern California Area Analysts Contributing to this Directory:

- **KATHY PORTER:** Modoc, Tehama, Siskiyou, and Trinity Counties
- **BRANDY MARTIN:** Lassen and Plumas Counties
- **ANITA ALEXANDER:** Del Norte County

INTRODUCTION

This Training Directory contains the names, addresses, telephone numbers and program descriptions for northern California training providers who offer training programs that directly relate to the occupations included in this publication. The northern California counties represented in this directory are Butte, Del Norte, Lassen, Modoc, Plumas, Siskiyou, Tehama and Trinity. Because Oregon and Nevada shares a common labor market with some of the northern California counties, some Oregon and Nevada training providers are included in this directory.

OCCUPATIONAL CATEGORIES

Each training provider is listed under the occupational category for which they provide training. Those categories are:

- * Automotive Technology
- * Business and Clerical
- * Careers With Children
- * Correctional Sciences
- * Culinary Arts
- * Environmental and Natural Resources
- * Management and Supervision
- * Medical and Dental
- * Merchandising
- * Transportation
- * Welding Technologies

TRAINING PROVIDERS

The following northern California and southwest Oregon training providers are included in this directory:

- Business Connections, Red Bluff
- Butte Community College, Oroville
- Butte County Office of Education Regional Occupational Program, Durham
- California State University, Chico
- College of the Redwoods, Crescent City
- College of the Siskiyous, Weed
- Del Norte Regional Occupational Program, Crescent City
- Diesel Driving School, Eugene, Oregon
- Feather River College, Quincy
- Foster Elite Truck Driving School, Red Bluff
- Future Trucking Professionals, Redding
- Lassen Community College, Susanville
- Lassen County Office of Education Regional Occupational Program, Susanville
- Learning Centers of Tehama County, Red Bluff
- Modoc County Regional Occupational Program, Alturas
- Northstate Business College, Red Bluff
- Plumas and Sierra Counties Regional Occupational Program, Quincy
- Shasta College, Redding
- Shasta-Trinity Regional Occupational Program, Redding
- Simpson College, Redding
- Tehama County Office of Education, ROP, Red Bluff
- Trinity Occupational Training, Inc., Weaverville
- Watershed Research and Training Center, Hayfork
- Yreka Training Center, Yreka

PROGRAM GROUPINGS

AUTOMOTIVE TECHNOLOGY

* **Automotive Mechanic**

* **Bus and Truck Mechanic**

- Butte Community College, Oroville
- California State University, Chico
- College of the Siskiyous, Weed
- Del Norte Regional Occupational Program, Crescent City
- Lassen Community College, Susanville
- Lassen County Office of Education, Susanville
- Shasta College, Redding
- Shasta-Trinity Regional Occupational Program, Redding
- Tehama County Office of Education, ROP, Red Bluff

BUSINESS And CLERICAL

Accounting * Bookkeeping * Secretarial * General Office

- Business Connections, Red Bluff
- Butte Community College, Oroville
- Butte County Office of Education, Durham
- California State University, Chico
- College of the Redwoods, Crescent City
- College of the Siskiyous, Weed
- Feather River College, Quincy
- Lassen Community College, Susanville
- Lassen County Office of Education, ROP, Susanville
- Learning Centers of Tehama County, Red Bluff
- Modoc County Regional Occupational Program, Alturas
- Northstate Business College, Red Bluff
- Shasta College, Redding
- Shasta - Trinity Regional Occupational Program, Redding
- Simpson College, Redding
- Tehama County Office of Education, ROP, Red Bluff
- Trinity Occupational Training, Inc., Weaverville

CAREERS WITH CHILDREN

Child Development

*

Instructional Aides

Butte Community College, Oroville
Butte County Office of Education, ROP, Durham
California State University, Chico
College of the Redwoods, Crescent city
College of the Siskiyous, Weed
Feather River College, Quincy
Lassen Community College, Susanville
Lassen County Office of Education, Susanville
Shasta College, Redding
Shasta - Trinity Regional Occupational Program, Redding
Tehama County Office of Education, ROP, Red Bluff

CRIMINAL JUSTICE

Correctional Officers

Butte, Community College, Oroville
California State University, Chico
College of the Redwoods, Crescent City
College of the Siskiyous, Weed
Feather River College, Quincy
Lassen Community College, Susanville
Plumas and Sierra Counties ROP, Quincy
Shasta College, Redding

CULINARY ARTS

Restaurant Cook

California State University, Chico
Shasta College, Redding
Shasta - Trinity Regional Occupational Program, Redding
Tehama County Office of Education, ROP, Red Bluff

ENVIRONMENTAL AND NATURAL RESOURCES

Forest and Conservation Workers

Butte Community College, Oroville
Butte County Office of Education, ROP, DURHAM
California State University, Chico
Feather River College, Quincy
Shasta College, Redding
Shasta - Trinity ROP, Redding
Tehama County Office of Education, ROP, Red Bluff
Watershed Research and Training Center, Hayfork

MANAGEMENT AND SUPERVISION

First Line Supervisor or Manager

Butte Community College, Oroville
Butte County Office of Education, ROP, Durham
California State University, Chico
College of the Redwoods, Crescent City
College of the Siskiyous, Weed
Feather River College, Quincy
Lassen Community College, Susanville

MEDICAL AND DENTAL

Registered Nurse	*	Licensed Vocational Nurse
Certified Medical Assistant	*	Dental Assistant
Medical Secretary		

Butte County Office of Education, Durham
Chico State University, Chico
College of the Redwoods, Crescent City
College of the Siskiyous
Feather River College, Quincy
Lassen Community College, Susanville
Learning Centers of Tehama County, Red Bluff
Northstate Business College, Red Bluff
Plumas and Sierra Counties Regional Occupational Program, Quincy
Shasta College, Redding
Shasta - Trinity Regional Occupational Program, Redding
Tehama County Office of Education, ROP, Red Bluff
Yreka Training Center, Yreka

MERCHANDISING
Salesperson, Retail

Butte County Office of Education, ROP, Durham
Lassen County Office of Education, Susanville
Plumas and Sierra Counties, ROP, Quincy
Shasta College, Redding
Shasta - Trinity Regional Occupational Program, Redding
Tehama County Office of Education, ROP, Red Bluff

TRANSPORTATION
Truck Driver, Heavy * Truck Driver Light

Diesel Driving School, Eugene, OR
Foster Elite Truck Driving School, Red Bluff
Future Trucking Professionals, Redding

WELDING TECHNOLOGY
Welders and Cutters

Butte County Office of Education, ROP, Durham
California State University, Chico
College of the Siskiyous, Weed
Lassen Community College, Susanville
Lassen County Office of Education, ROP, Susanville
Modoc County Regional Occupational Program, Alturas
Plumas and Sierra Counties ROP, Quincy
Shasta College, Redding
Shasta - Trinity Regional Occupational Program, Redding
Tehama County Office of Education, ROP, Red Bluff

TRAINING PROVIDERS

The following training providers are listed in alphabetical order.

***Business Connections
332 Pine Street
Red Bluff, CA 96080
(916) 527-6229***

Programs Offered:

Clerical Computer Training

Occupations:

General Office Clerks (OES 553470)

Available Services:

- **Job placement assistance**
- **Tutorial assistance**

Time to complete program:	40-45 hours
Open entry/open exit:	Yes
Approximate cost to student:	Depends on program
Receive upon completion:	Certificate
Public transportation:	Yes

***Butte Community College
3536 Butte Campus Drive
Oroville, CA 95965
(916) 895-2361***

Programs Offered:

**Accounting
Administration of Justice
Automotive Technology
Business
Child Development
Computer Science
Environmental Studies
Office Information Systems**

Occupations:

**Bookkeeping, Accounting, And Auditing Clerks (OES 553380)
Child Care Workers (OES 680380)
Correctional Officers (OES 630170)
Forest & Conservation Workers (OES 790020)
General Office Clerks (OES 553470)
Receptionists (OES 553050)
Secretaries, General (OES 551080)**

Available Services:

- **Job placement assistance**
- **Financial aid/loans**
- **Counseling**
- **Child care**
- **Tutorial assistance**
- **On-the-job training**
- **Veterans services**

Time to complete program:	2 - 4 semesters
Open entry/open exit:	No
Approximate cost to student:	\$13.00 per unit
Receive upon completion:	Certificate or degree
Public transportation:	No

**Butte County Office of Education
Regional Occupational Program
P.O. Box 240
Durham, CA 95938
Phone (916) 891-2929 Fax (916) 891-2909**

Programs Offered:

Agriculture & Natural Resources
Business & Marketing
Clerical Occupations & Office Procedures
Computer Applications
Computerized Accounting
Dental Assistant
Hospital Occupations and/or Community Health Services
Instructional Aide/Teacher Aide
Medical Assistant Front and/or Back Office
Nurse Assistant, Certified
Retail Sales, Marketing and/or Merchandising
Welding and Metal Fabrication

Occupations:

Auto Mechanics (OES 853020)
Bookkeeping and Accounting Clerks (OES 553380)
Carpenters (OES 871020)
Computer Operators (OES 560110)
Correctional Officers (OES 630170)
Dental Assistants (OES 660020)
Forest & Conservation Workers (OES 790020)
General Office Clerks (OES 553470)
Licensed Vocational Nurses (OES 325050)
Medical Assistants (OES 660050)
Salespersons, Retail (OES 490112)
Welders and Cutters (OES 939140)

Available Services:

- **Counseling**

Time to complete program:	No set time
Open entry/open exit:	Yes
Approximate cost to student:	Varies
Receive upon completion:	Certificate
Public transportation:	No

California State University, Chico
Chico, CA 95929
Phone (916) 898-4636
WWW Address: <http://www.csuchico.edu/>

Programs Offered:

Complete University Curriculum
Call above number or visit the Web-site for complete
information

Available Services:

- **Job placement assistance**
- **Financial aid/loans**
- **Counseling**
- **Child care**
- **Tutorial assistance**
- **On-the-job training**
- **Veterans services**

Time to complete program:	Varies
Open entry/open exit:	No
Approximate cost to student:	Varies
Receive upon completion:	Degree
Public transportation:	Yes

College of the Redwoods
883 W. Washington Boulevard
Crescent City, CA 95531
(707) 464-7457 Fax (707) 464-6867

Programs Offered:

Administration of Justice
Administrative Assistant
Certified Nursing Assistant
Early Childhood Education
Computer Applications
Licensed Vocational Nursing
Technical Preparation

Occupations:

Certified Nursing Assistants (OES 660080)
Child Care Workers (OES 680380)
Correctional Officers (OES 630170)
Licensed Vocational Nurses (OES 325050)

Available Services:

- **Financial aid/loans**
- **Counseling**
- **Tutorial assistance**
- **On-the-job training**
- **Veterans' services**

Time to complete program:	2 - 4 semesters
Open entry/open exit:	No
Approximate cost to student:	\$13.00 per unit
Receive upon completion:	Certificate/degree
Public transportation:	No

College of the Siskiyous
800 College Avenue
Weed, CA 96094-2899
Phone (916) 938-4462 Fax (916) 938-5227

Programs Offered:

Auto Mechanics
Accounting
Administration of Justice
Child Development/Early Childhood Education
Clerical/Secretarial
Computer Applications
Education/Teaching
Instructional Aide
Nursing - LVN
Office Administration
Teacher Aide
Welding

Occupations:

Auto Mechanics (OES 853020)
Bookkeepers, Accounting Clerks and Audit Clerks (OES 553380)
Child Care Workers (OES 680380)
Correctional Officers (OES 630170)
General Office Clerks (OES 553470)
Licensed Vocational Nurses (OES 325050)
Instructional Aides (OES 315211)
Welders and Cutters (OES 939140)

Available Services:

- **Financial aid/loans**
- **Counseling**
- **Child care**
- **Tutorial assistance**
- **On-the-job training**

Time to complete program: 2 - 4 semesters
Open entry/open exit: No
Approximate cost to student: \$13.00 per unit
Receive upon completion: Certificate
Public transportation: No

***Del Norte Regional Occupational Program
301 W. Washington Boulevard
Crescent City, CA 95531
Phone (707) 464-0224 Fax (707) 464-0295***

Programs Offered:

**Agriculture
Auto Mechanics
Beginning Computer Skills
Carpentry**

Occupations:

**Automotive Mechanics (OES 853020)
Carpenters (OES 871020)
Farmworkers (OES 79021,79999)**

Available Services:

- none available

Time to complete program:	No set time
Open entry/open exit:	Yes
Approximate cost to student:	No cost
Receive upon completion:	Certificate
Public transportation:	No

***Diesel Driving School
90801 Hwy 99N
Eugene, OR 97402
Phones (541) 461-0400 or 1-800-888-7075
Fax (541) 461-0132***

Programs Offered:

**Comprehensive Driver Training Program
Fundamental Driver Training Program**

Occupations:

**Truck Drivers, Light (OES 971050)
Truck Drivers, Heavy (OES 971020)**

Available Services:

- **Financial aid/loans**
- **Job placement assistance**
- **On-the-job training**

Time to complete program:	6 weeks
Open entry/open exit:	No
Approximate cost to student:	\$3,7950.00
Receive upon completion:	Certificate
Public transportation:	No
Other:	Drug screen required Students must have high school diploma or GED, or pass a written test prior to admittance

Feather River College
P.O. Box 11110
Quincy, CA 95971
Phone (916) 283-0202 Fax (916) 283-3757

Programs Offered:

Administration of Justice
Business
Secretarial Science
Early Childhood Education
Forestry
Watershed Management
Wildlife & Fisheries

Occupations:

Bookkeeping, Accounting Clerks, and Audit Clerks (OES 553380)
Child Care Worker (OES 680380)
Forest & Conservation Workers (OES 790020)
General Office Clerks (OES 553470)

Available Services:

- **Job placement assistance**
- **Financial aid/loans**
- **Counseling**
- **Child care**
- **Tutorial assistance**
- **On-the-job training**
- **Veterans services**

Time to complete program:	2 - 4 semesters
Open entry/open exit:	No
Approximate cost to student:	\$13.00 per unit
Receive upon completion:	Certificate/degree
Public transportation:	No

***Foster Elite Truck Driving School
1870 Montgomery Road
Red Bluff, CA 96080
Phone (916) 527-3535 Fax (916) 529-9665***

Programs Offered:

Comprehensive Driver Training Program

Occupations:

**Truck Drivers, Light (OES 971050)
Truck Drivers, Heavy (OES 971020)**

Available Services:

- **Financial aid/loans**
- **Placement assistance**
- **On-the-job training**

Time to complete program:	4 weeks
Open entry/open exit:	No
Approximate cost to student:	\$2,795.00
Receive upon completion:	Certificate
Public transportation:	No
Other:	Drug screen required

***Future Trucking Professionals
4161 Eastside Road
P.O. Box 990076
Redding, CA 96099
Phone (916) 241-2099***

Programs Offered:

**Class A Driver Training Program
Class B Driver Training Program**

Occupations:

**Truck Drivers, Light (OES 971050)
Truck Drivers, Heavy (OES 971020)**

Available Services:

- **Placement assistance**
- **On-the-job training**

Time to complete program:	8 -12 weeks
Open entry/open exit:	No
Approximate cost to student:	\$1, 395.00 - \$4,158.00
Receive upon completion:	Certificate
Public transportation:	No
Other:	Class A Drivers License Physical exam and drug screen required Recent DMV printout Entrance exam

Lassen Community College
Highway 139
P.O. Box 3000
Susanville, CA 96130
Phone (916) 257-6181 Fax (916) 257-8964

Programs Offered:

Accounting	Administration of Justice
Correctional Science	Automotive Technology
Early Childhood Education	Business
Vocational Nursing	Computer Information Studies
Welding Technology	

Occupations:

Automotive Mechanics (OES 853020)
Bookkeeping ,Accounting and Audit Clerks (OES 553380)
Child Care Workers (OES 680380)
Correctional Officers (OES 630170)
General Office Clerks (OES 553470)
Licensed Vocational Nurses (OES 325050)
Welders (OES 939140)

Available Services:

- Financial aid/loans
- Counseling
- Child care
- Tutorial assistance
- On-the-job training
- Veterans services

Time to complete program:	1 - 4 semesters
Open entry/open exit:	No
Approximate cost to student:	\$13.00 per unit
Receive upon completion:	Certificate/degree
Public transportation:	No

**Lassen County Office of Education
Regional Occupational Program
472 - 013 Johnstonville Road North
Susanville, Ca 96130
Fax (916) 257-2518**

Programs Offered:

**Automotive
Business Office Skills & Technology
Child Care Occupations/Careers with Children
Computerized Accounting
Retail Sales, Marketing and/or Merchandising
Welding
Word Processing/Automated Office Occupations**

Occupations:

**Auto Mechanics (OES 853020)
Bookkeeping, Accounting, and Audit Clerks (OES 553380)
Child Care Workers (OES 680380)
General Office Clerks (OES 553470)
Retail Salesperson (OES 490112)
Welders and Cutters (OES 939140)**

Available Services:

- **Counseling**
- **Student Outreach**

Time to complete program:	No set time
Open entry/open exit:	Yes
Approximate cost to student:	Varies
Receive upon completion:	Certificate
Public transportation:	No

Learning Centers of Tehama County
20 Antelope Boulevard
Red Bluff, CA 96080
Phone (916) 527-0188 Fax (916) 527-0273

Programs Offered:

Computer Applications
Medical Terminology
Typing/Keyboarding Skills

Occupations:

General Office Clerks (OES 553470)
Medical Secretaries (OES 551050)

Available Services:

- **Financial aid/loans**
- **Placement assistance**
- **On-the-job training**

Time to complete program:	Varies
Open entry/open exit:	Yes
Approximate cost to student:	\$50.00 to \$1,000.00
Receive upon completion:	Certificate
Public transportation:	No
Other:	Classes also available in Corning

Modoc County Regional Occupational Program
139 Henderson Street
Alturas, CA 96101
Phone (916) 233-7102 Fax (916) 233-5531

Programs Offered:

Administrative Assistant
General Office/Clerical and Typing Services
Industrial Arts
Receptionist

Occupations:

General Office Clerks (OES 553470)
Welders and Cutters (OES 939140)

Available Services:

- **On-the-job training**

Time to complete program:	16 weeks for welding 1 semester for business
Open entry/open exit:	Welding
Approximate cost to student:	None
Receive upon completion:	Certificate
Public transportation:	No

Northstate Business College
645 Antelope Boulevard, Suite 36
Red Bluff, CA 96080
Phone (916) 528-1021 Fax (916) 528-1021

Programs Offered:

Accounting Applications
Clerical Skills
Computer Skills
Medical Office Applications

Occupations:

Bookkeepers, Accounting, and Audit Clerks (OES 553380)
General Office Clerks (OES 553470)
Medical Secretaries (OES 551050)

Available Services:

- **Tutorial assistance**

Time to complete program:	6 -12 weeks
Open entry/open exit:	Yes
Approximate cost to student:	\$30.00 hour - average cost \$3,000 - \$4,500
Receive upon completion:	Certificate
Public transportation:	Yes

**Plumas & Sierra Counties
Regional Occupational Program
P.O. Box "P"
Quincy, Ca 95971
Phone (916) 283-6500 x211 Fax (916) 283-6530**

Programs Offered:

**Administration of Justice
Computer Applications
Licensed Vocational Nurse
Retail Sales
Welding**

Occupations:

**Correctional Officers (OES 630170)
General Office Clerks (OES 553470)
Licensed Vocational Nurses (OES 325020)
Retail Sales (OES 490112)
Welders (OES 939140)**

Available Services:

- **Counseling**

Time to complete program:	Varies
Open entry/open exit:	Yes
Approximate cost to student:	Varies
Receive upon completion:	Certificate
Public transportation:	No

Shasta College
11555 Old Oregon Trail
Redding, CA 96003
Phone (916) 225-4645 Fax (916) 225-4706

Programs Offered:

Accounting Clerk/Bookkeeper
Administration of Justice
Associate Degree Nursing
Automotive Technology
Culinary Arts
Diesel Technology
Medical Assisting - Clinical
Natural Resources
Nursing - Vocational Nursing
Retail Clerk
Teacher Aide
Transcriber, Medical
Welding Technology

Occupations:

Bookkeeping, Accounting and Audit Clerks (OES 553380)
Automotive Mechanics (OES 853020)
Cooks, Restaurant (OES 650250)
Correctional Officers (OES 630170)
Diesel Mechanics (OES 853110)
Medical Assistants (OES 660050)
Medical Secretaries (OES 551050)
Forest and Conservation Workers (OES 790020)
Registered Nurses (OES 325020)
Licensed Vocational Nurses (OES 325050)
Salespersons, Retail (OES 490112)
Instructional Aide (OES 315211)
Welders and Cutters (OES 939140)

Available Services:

- Financial aid/loan
- Child care
- Counseling
- Tutorial assistance
- Placement assistance
- On-the-job training

Time to complete program: 2 - 4 semesters
Open entry/open exit: Yes
Approximate cost to student: \$13.00 per unit
Receive upon completion: Certificate/degree
Public transportation: Yes

***Shasta-Trinity Regional Occupational Program
4659 Eastside Road
Redding, CA 96001
Phone (916) 246-3302 Fax (916) 246-3306***

Programs Offered:

**Auto Body Repair
Automotive Specialties
Careers with Children
Nurse Assistant Certification
Computerized Accounting
Dental Assisting
Medical Office Procedures
Merchandising
Metal Fabrication & Welding
Natural Resources
Office Occupations
Restaurant/Food Service**

Occupations:

**Bookkeeping, Accounting, and Audit Clerks (OES 553380)
Auto Mechanics (OES 853020)
Child Care Workers (OES 680380)
Dental Assistants (OES 660020)
Medical Assistants (OES 660050)
Salespersons, Retail (OES 490112)
Welders and Cutters (OES 939140)
Forest and Conservation Workers (OES 790020)
General Office Clerks (OES 553470)**

Available Services:

- **On-the-job training**

Time to complete program:	6 weeks to 2 years
Open entry/open exit:	Some programs
Approximate cost to student:	\$40.00 registration + materials for adults
Receive upon completion:	Certificate
Public transportation:	Yes
Other:	Classes available in Weaverville, Hayfork, Anderson, Burney, Fall River Mills and Redding

***Simpson College
2211 College View Drive
Redding, CA 96003
Phone (916) 224-5600 Fax (916) 224-5608***

Programs Offered:

Accounting

Occupations:

Bookkeeper and Accounting Clerks (OES 553380)

Available Services:

- Financial aid/loans
- Counseling
- Tutorial assistance
- Placement assistance

Time to complete program:	4 years
Open entry/open exit:	No
Approximate cost to student:	\$3,800.00 tuition per year + fees
Receive upon completion:	Degree
Public transportation:	Yes

**Tehama County Office of Education
Regional Occupational Program
P.O. Drawer 689
Red Bluff, CA 96080
Phone (916) 527-5811 Fax (916) 529-4120**

Programs Offered:

**Agriculture & Natural Resources
Business & Marketing
Clerical Occupations & Office Procedures
Computer Applications
Child Care Aide
Food Service
Hospital Occupations and/or Community Health Services
Nurse Assistant, Certified
Retail Sales, Marketing and/or Merchandising
Welding and Metal Fabrication**

Occupations:

**Automotive Mechanics (OES 853020)
Bookkeeping and Accounting Clerks (OES 553380)
Carpenter (OES 871020)
Child Care Workers (OES 680380)
Computer Operator (OES 560110)
Forest & Conservation Worker (OES 790020)
General Office Clerk (OES 553470)
Medical Assistant (OES 660050)
Salesperson, Retail (OES 490112)
Welders and Cutters (OES 939140)**

Available Services:

- **Counseling**

Time to complete program:	No set time
Open entry/open exit:	Some programs
Approximate cost to student:	Varies
Receive upon completion:	Certificate
Public transportation:	Yes
Other:	Classes available in Corning, Los Molinos & Red Bluff

Trinity Occupational Training, Inc.
716 Main Street
P.O. Drawer 1430
Weaverville, CA 96093
Phone (916) 623-5538 Fax (916) 623-2149

Programs Offered:

Beginning Typing
Machine Transcription, Dictation & Proof Reading
Calculator Course
Computer Applications

Occupations:

General Office Clerk (OES 553470)

Available Services:

- **On-the-job training**
- **Job placement assistance**

Time to complete program:	Varies
Open entry/open exit:	Yes
Approximate cost to student:	Varies; No cost for qualified entrants
Receive upon completion:	Certificate
Public transportation:	No

***Watershed Research and Training Center
Hwy 3, Frontier Village
P.O. Box 356
Hayfork, CA 96041
Phone (916) 628-4206 Fax (916) 628-4212***

Programs Offered:

Ecosystem Management

Occupations:

Forest and Conservation Workers (OES 790020)

Available Services:

- On-the-job training
- Job placement

Time to complete program:	6 months
Open entry/open exit:	No
Approximate cost to student:	No cost for qualified dislocated workers
Receive upon completion:	Certificate
Public transportation:	No

Yreka Training Center
1515 South Oregon Street
Yreka, CA 96097
Phone (916) 842-4361 Fax (916) 842-1157

Programs Offered:

Certified Nursing Assistant

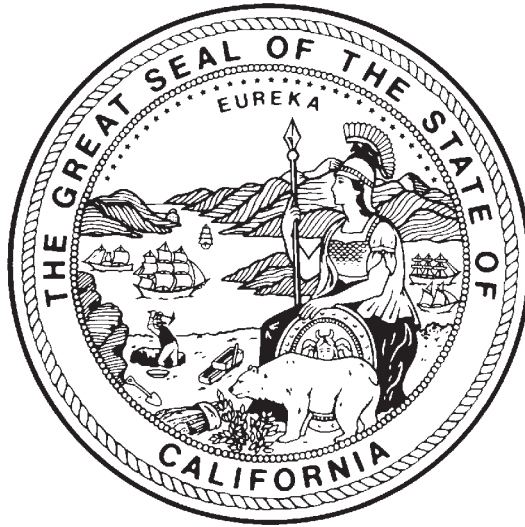
Occupations:

Medical Assistants (OES 660050)

Available Services:

- **On-the-job training**
- **Job placement assistance**

Time to complete program:	7 weeks
Open entry/open exit:	No
Approximate cost to student:	No cost
Receive upon completion:	Certificate
Public transportation:	Yes
Other:	Training is held at the Beverly Manor Convalescent Hospital



**Pete Wilson
Governor
STATE OF CALIFORNIA**

**Sandra R. Smoley, R.N.
Secretary
HEALTH AND WELFARE AGENCY**

**Al Lee
Chief Deputy Director
EMPLOYMENT DEVELOPMENT DEPARTMENT**